

## **SUGGESTIONS FOR CONDUCTING A DISTRICT MEETING**

1. District President presides.
2. Those expected to attend are District President, Vice President, Chaplain, Secretary, Treasurer, Committee Chairpersons, Presidents and Administrators of each Lodge in the District and other Moose members. Sisters of member Lodges are also encouraged to attend.
3. Minutes should be kept and copies should be furnished to the State Secretary.
4. Suggested Order of Business: (See Attached)

### **QUESTIONS TO ASK YOURSELF ABOUT YOUR MEETINGS:**

1. Are they accomplishing the things needed for progress?
2. Are they helpful and educational for those attending, OR, are there signs of them being bogged down in trivial matters?
3. Are they properly publicized and coordinated within the District? (Is each Lodge receiving an e-mail or post card reminding them of date and locations?)
4. Are meetings properly attended? Not necessarily “big” but “representative” by having participation from all of your Lodges?
5. Are meetings run as a “good example” of the way a meeting should be conducted and as an education to Lodge Presidents?
6. Are your Committee Chairpersons present and give quality reports?

## DISTRICT MEETING OUTLINE

### **PRESIDENT: (ONE RAP)**

Under the authority granted by The Moose, District # \_\_\_\_\_ of the Maryland-Delaware-DC Moose Association will now come to order. Officers will assume their respective stations.

### **PRESIDENT:**

Brother/Sister Sgt. At- Arms, prepare the Altar.

### **PRESIDENT: (GIVE 2 RAPS)**

We will stand with arms folded and heads bowed while the Chaplain invokes the blessing of God.

### **PRESIDENT:**

Brother/Sister Sgt-at-Arms, present the flag of our country. (The flag should be positioned at the right of the President before the meeting starts.)

### **PRESIDENT:**

Place your right hand over your heart and join in repeating the Pledge of Allegiance.

### **PRESIDENT:**

I now declare the meeting of District # \_\_\_\_\_ of the Maryland Delaware DC Moose Association duly opened. **(GIVE ONE RAP)**

### **PRESIDENT:**

We will now have a few words of welcome from our host Lodge President, Brother/Sister \_\_\_\_\_ of \_\_\_\_\_ Lodge.

### **PRESIDENT:**

At this time we would like to welcome special guest, \_\_\_\_\_, of \_\_\_\_\_.

### **PRESIDENT:**

Brother/Sister Secretary, please call the roll of Officers. (If chair is vacant, fill it)

### **PRESIDENT:**

Brother/Sister Secretary, are there any Communications or Notices?

**PRESIDENT:**

Brother/Sister Chaplain, do we have any reports of sickness or distress?

**PRESIDENT:**

Brother/Sister Secretary, please read the minutes of the previous meeting. Is there any discussion?

Do we have a motion?

Can we have a second to the motion?

We will now take a vote.

**PRESIDENT:**

Brother/Sister Treasurer, please give the District Financial Report.

**PRESIDENT:**

Brother/Sister Secretary, do we have any bills for payment?

**PRESIDENT:**

Brother/Sister Secretary, please give a report of the Officers Meetings.

**PRESIDENT:**

We will now hear the reports of each of the Lodges in our District. Would you please come to the podium when making your report. (Call lodges in numerical order.)

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

Lodge \_\_\_\_\_ Speaker \_\_\_\_\_

**PRESIDENT:**

We will now have reports of Standing & Special Committees

1. Membership Chairperson name) \_\_\_\_\_  
(Include International, State and District Membership Campaigns)
2. Membership Retention Chairperson(name)\_\_\_\_\_
3. Activities/Community Service Chairperson (name) \_\_\_\_\_  
(Include District Projects)
4. Endowment Fund Chairperson (name) \_\_\_\_\_
5. Higher Degrees Chairperson (Name) \_\_\_\_\_
6. Scholarship Chairperson (name) \_\_\_\_\_
7. Ways & Means Chairperson (name) \_\_\_\_\_  
(Include the Financial Health of District and Lodges)
8. Sports Chairperson (name) \_\_\_\_\_  
(Include District and State Events)
9. Youth Awareness Chairperson (name) \_\_\_\_\_  
(Include names of Youth Awareness Winners and proposed Youth Awareness Meetings when available.
10. Blood Drive Chairperson \_\_\_\_\_
11. Nominating Committee Report (when appropriate).

**PRESIDENT:**

Thank you for your reports today.

President's Comments (Give short talk on some topic.)

**PRESIDENT:**

At this time we would like to welcome our guest speaker,  
\_\_\_\_\_, of \_\_\_\_\_ who will share some thoughts with us.

**PRESIDENT:**

Do we have any unfinished or new business?

**PRESIDENT:**

We will now have our 50/50 drawing. Ways & Means  
Chairperson \_\_\_\_\_ will please proceed.

**PRESIDENT:**

Make any further announcements. (Refreshments after meeting, if appropriate.  
Our next meeting will be held at \_\_\_\_\_ Lodge on  
\_\_\_\_\_ at \_\_\_\_\_ p.m.

**PRESIDENT:**

Have we left anything out for the Good of the Order? If not, we will proceed  
to close.

**PRESIDENT: (Gives 2 Raps)**

We will now have the 9:00 O’Clock Ceremony

**PRESIDENT:**

Brother/Sister Sgt-at-Arms, please close the Bible and prepare the  
Endowment Fund Cradle.

**PRESIDENT:**

Please join me in contributing to the Endowment Fund that ensures the lives of  
our children at Mooseheart and our seniors at Moosehaven and then remain  
standing.

**PRESIDENT:**

We will stand with arms folded and heads bowed while the Chaplain asks  
the blessing of God.

**PRESIDENT: (Give 1 rap)**

**PRESIDENT:**

Thank your for attending this meeting today. This meeting now stands  
adjourned.

Revised 6/10/2024

