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**[CHAPTER NAME] Chapter Business Meeting**

Agenda

[DAY], [MONTH] [DATE], [YEAR]

[TIME]

[LOCATION]

**Call to Order**

*President taps gavel and calls the meeting to order, beginning with the reading of the Meeting Commencement Ceremony.*

**Roll Call**

*Secretary reads the last name of all Members in alphabetical order and Members respond if present.*

**Approval of Minutes**

*Secretary motions to approve the Minutes from the previous meeting and the Minutes are approved.*

**Officer Reports**

*President leads by calling upon each of the Officers in succession, and each shares their report if they have one.*

**Committee Chair Reports**

*President leads by calling upon each of the Committee Chairs in succession, and each shares their Committee’s report if they have one.*

**Unfinished Business**

*Any postponed motions or pending items that were left unresolved at the close of the previous meeting should be discussed.*

**New Business**

*Additional items for discussion or motions to be considered may be presented.*

**Announcements**

*All Members are encouraged to share announcements, such as news from other organizations, upcoming campus events, or items of interest to the Chapter.*

**Open Forum**

*All Members are encouraged to offer comments or ask questions pertaining to the Chapter with the intention of acknowledging successes of the Brotherhood or individuals therein, as well as discussing and resolving any issues.*

**Adjournment**

*President asks for a motion to adjourn and the meeting ends.*