

## PRESIDENT'S MEETING FORM

(For use by President in planning for meetings)

Month \_\_\_\_\_

Call meeting to order.

Roll Call (Shall be answered with \_\_\_\_\_)

Reading and adopting unapproved minutes.

Read communications.

Call for bills to be presented.

Report of Officers.

Report of Committees.

Unfinished business.

New Business.

Regular program of work.

Announce program for next month.

Call for announcements.

Adjourn meeting.