

# HOW TO CONDUCT A MEETING

# PREPARATION

- Prepare an agenda
  - Opening prayer and pledge
  - Introduce any guests
  - Pledge new members
  - Chairman reports
  - Reading of the Minutes
  - Communication
  - Treasurer's Report
  - Reading of the bills (if any)

# PREPARATION

- Unfinished business
- New business
- Financial Review Report (Optional)
- Announcements
  - National Newsletter
  - State Newsletter
  - Any other announcements/reminders
- Adjournment and Closing prayer

# MOTIONS

- I move to. . . .
- I move that. . . .
  - RS needs to record the first and last name of the person making the motion.
  - Someone needs to second the motion to get it to the floor for debate/discussion
- Address the regent as “Worthy Regent”, wait to be recognized, state your name and then make your motion

# CIRCLE OF LOVE

- ◉ Education
- ◉ Legislation
- ◉ National Projects
- ◉ Quality of Life
- ◉ Spiritual Enhancement
- ◉ Youth/JCDA
- ◉ Leadership/Membership/Court Development

# NATIONAL PROJECTS

- ◉ Smile Train
- ◉ Habitat for Humanity
- ◉ Disaster Relief
- ◉ Father Peyton's Holy Rosary
- ◉ SOAR (Support Our Aging Religious)

# NATIONAL CHARITIES

- ◉ North American College
- ◉ Morality in the Media
- ◉ Catholic Relief Services
- ◉ Apostleship of the Sea
- ◉ Covenant House
- ◉ Mother Teresa
- ◉ Tutwiler Clinic
- ◉ Laboure Society

# STATE PROJECTS

- Missions of Mercy (Moms projects)
  - The Colonias—Brownsville
  - Annunciation Home—Georgetown
  - Sisters of Charity—Dallas
  - Casa Juan Diego—Houston
- Texas Habitat for Humanity
- American Wheelchair Mission
- Juarez Mission School