



MEETING AGENDA

Class Period _____ Date _____ President _____

1. "The meeting of FCCLA is now called to order." *Use Gavel*
2. "Please stand for the creed." *Lead members.* "You may be seated."
3. "The secretary will call roll." *Secretary will take attendance.*
4. "The Secretary will please read the minutes of the last meeting."
"Are there any corrections or additions?"
"If there are no corrections or additions the minutes stand approved as read."
5. "The treasurer will give the treasurer's report."
6. "We will now discuss old business." *Reports from committee chairpersons*

7. "We will now discuss new business." *New projects, appoint new committees.*

8. "Would someone like to make a motion to adjourn the meeting?"
"Will someone second the motion?"
9. "The FCCLA meeting will now be adjourned." *Use gavel.*

