

# Board Meeting Protocol

Chairperson Presides

Order of Business

Meeting Called to Order

Prayer

Minutes

**1<sup>st</sup>: Reports**

2<sup>nd</sup>: Old Business\*

3<sup>rd</sup>: New Business\*

Adjourn

\* Any purposed actions need to be in the form of a motion made by a member and seconded by another member. Only members may vote on these actions.