

DCO Student Meeting Procedure

It's the President's job to facilitate the meeting with an agenda. If the President is not present, the Vice President facilitates the meeting.

1. President makes sure the Secretary is ready to take the minutes (taking notes throughout the meeting)
2. Ask the Parliamentarian to open up the meeting. Call to order.
3. The President talks about any items on his/her agenda
4. The VP talks about any items on his/her agenda
5. Ask the Treasurer to begin logging unlogged hours on the "Volunteer Hours Tracking Report." Have the members pass their green card for recording purposes. Make certain the green card is marked with today's date and a line drawn to avoid duplication. He/she needs to quickly add these to the form and turn in completed form to Board Treasurer.. meanwhile...
6. Ask the Secretary for a review of last month's minutes. If no minutes are taken, he/she can list what the group has done so far, i.e. service projects, socials, group projects from list, etc.
7. Ask the Social Officer and Photographer for a review of past group gatherings/volunteer events (for recording by Secretary), and future social/volunteer events. Give details for each upcoming volunteer & donation opportunity (from Board VP Philanthropy) and discuss with group. Ask photographer to send photos to Board Secretary.
8. Parliamentarian to adjourn meeting