



- 1. Opening**
- 2. Roll Call of Officers**
 - a. Have Scribe call roll and take note of which officers are present and if anyone is filling in for an office
- 3. Introduction of Visitors**
 - a. Can also be done during Good of the Order; an optional protocol is outlined in the Ritual
- 4. Reading of the Minutes of the Previous Session**
 - a. Minutes should be adopted if there are no corrections; if there are corrections, they should be amended and then adopted.
- 5. Almoner's Report**
 - a. Many Chapters have Almoner go around the room to collect additional donations for charitable causes
- 6. Treasurer's Report**
 - a. Include at least: balance at the time of last meeting, money spent since last meeting, money received since last meeting, and current balance, as well as any bills to be paid
- 7. Bills Against the Chapter**
 - a. Consider the payment of bills reported by the Treasurer
- 8. Sickness and Distress**
 - a. Have members report anything they may know of; options for action include but are not limited to: sending a card, sending flowers, holding a moment of silence, or making a donation if appropriate.
- 9. Communications**
 - a. Read any communications received by the Chapter; this includes but is not limited to: invitations to State events, invitations from other Chapters, and communications from the Sponsoring Body, Executive Officer, or DeMolay International
- 10. Reports of Committees**
 - a. Have committees give a report on their activities since the last meeting as appropriate; have members report on events which have taken place since the last meeting (can also happen during unfinished business)

11. Reading of Petitions

- a. If the Chapter has received any new petitions, read pertinent information to the Chapter (Name, age, school, etc.) and assign an investigation committee to meet with the petitioner and recommend the approval or disapproval of the petition.

12. Balloting on Petitions

- a. Have the investigation committee report whether or not they recommend the petitioner's election to membership and then proceed to vote according to the procedures of DeMolay International.

13. Unfinished Business (including proficiency examinations)

- a. Report on activities which have taken place since the last meeting (can also happen during Reports of Committees); discuss other business which was discussed during New Business at an earlier meeting

14. New Business

- a. Discuss any upcoming events or other actions the Chapter may wish to take which have not been discussed at an earlier meeting; an opportunity should be given for members to bring things forward after previously scheduled business has been completed

15. Good of the Order

- a. Visitors may be introduced if not done earlier in the meeting; anything else important to the Chapter which does not appear to fit earlier in the meeting may be done here, this includes but is not limited to: congratulating members for accomplishments in DeMolay and outside, presentation of awards, announcement of refreshments, and updates on ongoing projects.

16. Closing