

## SGA Meeting Procedure

(Excerpted from the NAP publication, *The Chair's Guide: Order of Business*)

- Call to Order  
Example: (“I call this meeting to order.”/”This meeting is now called to session.”)
- Opening Ceremonies/Prayer
- Roll Call (For the first meeting of each semester)
  - Attendance will subsequently be taken by individually signing a roster.
- Reading and Approval of Minutes
- Reports of Officers, Standing Committees and Special Committees
  - Announced only if such committees exist and are prepared or instructed to report
- Reports of Special Orders: important business previously designated and guaranteed for consideration at this meeting
- Unfinished Business and General Orders: Any issue which was not concluded, was postponed, or was tabled during the prior meeting.
  - The secretary's minutes would inform the speaker which items to add to this section.
- New Business
  - Announcements, Legislative Proposals, Programs (if a program or a speaker is planned for the meeting)
- Adjournment
  - Motion for adjournment can be made by any member at any time.
  - Majority consensus required to be in effect.
- Closing Prayer