

Agenda for LCMG Membership Meeting – (Date)

Order of Business:

- 1. Call to order by president:** The Laramie County Master Gardeners membership meeting for (Date) will now come to order.
- 2. President's welcome:** *Welcome everyone to the meeting.*
- 3. Introductions:** *Introduce speaker and/other guests*
- 4. Attendance sign-in sheet/Zoom Roster:** *Remind everyone to sign-in*
- 5. Review & approve the minutes of the last meeting**
 - *The minutes of the last meeting have been distributed. Are there any corrections to the minutes?*
 - *Is there a motion to approve the minutes? Is there a second to that motion?*
 - *Is there any discussion? If there is no discussion...All those in favor, say Aye All those opposed, say Nay*
 - *It has been moved & seconded that the minutes of the last meeting stand as approved.*
- 6. Treasurer's Report**
 - *Treasurer will now give us the treasurer's report. Are there any corrections or discussion regarding this report?*
 - *The treasurer's report will then be duly recorded.*
- 7. Committee Reports:** *(By Chairs or summarized by Executive Board)*
 - **Committee 1 update:**
 - **Committee 2 update:**
- 8. "Old" (unfinished) Business**
 - *So, here is the proposal:*
 - *Does anyone want to move on this? (Someone makes a motion...?) Is there a second to that motion?*
 - *Is there any discussion? (If no further discussion....)*
 - *All those in favor raise your hand & keep it raised until the votes are counted.*
 - *All those opposed raise your hand & keep it raised until the votes are counted.*
 - *It has been moved & seconded; motion approved / disapproved*
- 9. New Business:** *Is there any new business?*
- 10. Announcements & Reminders**
- 11. Meeting Adjournment**
 - *Is there a motion to adjourn the meeting?*
 - *Is there a second to that motion?*
 - *Meeting Adjourned*