

NOVEMBER REMINDERS

- National Hospital Day - November 11
- Veterans Day - November 11 – Fly Your American and POW-MIA Flags
- Dues Collection Events – Recruiter Day, Parties, Breakfasts, contests, etc.
- Thanksgiving Day - last Thursday of the month – Fly Your American and POW-MIA Flag

Call to Order: Time _____ AM PM
 Inspection of Dues Cards by the Conductress - Number present _____
 Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate		Investigating Committee Named
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	Ch _____	
	Ch _____	

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Reminder - Cancer Quota has been paid and Department Program donations.

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____