

**Meeting Agenda and Etiquette**  
**for the**  
**Rotary Club of North Mecklenburg County**

In order to maximize the effectiveness of regular Club meetings a *typical* agenda will be followed. Minimum rules of meeting etiquette will also be described.

**MEETING AGENDA**

11:30 – 12:15	Committee Meetings and Social Networking
12:15	Meeting call to order
12:15 – 12:20	Invocation and Pledge of Allegiance
12:20 – 12:25	Introduction of Guests and Visiting Rotarians
12:25 – 12:30	Announcements from the podium
12:30 – 13:00	Scheduled program presentation
13:00 – 13:15	Health and Happiness and ‘non-raffle’
13:15	Meeting adjourned
13:15 – 14:00	Committee Meetings and Social Networking

**MEETING DECORUM**

- The formal portion of the club meeting takes place between 12:15 and 13:15. Within this hour distractions should be kept to a minimum.
- Talking and other noises can reduce the ability of members to fully hear and understand what is being said or presented at the podium and should be avoided.
- During the scheduled program presentation talking or other distracting activities may leave a less than stellar impression on our speaker and guests and should be avoided.
- Health and Happiness provides an opportunity to make personal comments to the club.
- We encourage that committee meetings and social networking be done before and/or after the formal meeting.

**Guidelines for the Invocation**

Because Rotary is intended to be non-sectarian and apolitical those leading the club in the invocation should be sensitive to this tradition.

Approved On \_\_\_\_\_