

TOPIC

Regular Meeting Agenda

By: Ralph Sims

Regional Vice President, Region VII

Program objectives

- Serve as a guide for meeting protocol.
- Revitalize interest of chapter members.
- Act as an outline of things to be considered or done.
- Provide an increased sense of formality to regular chapter meetings.

Program

Chair: Opening welcome.

The Chair shall lead, or call upon a member to give, the opening prayer. In place of the following prayer, the Chair may deliver one of the same length and general tenor.

Chair: “Almighty God, we pray Thee to guide our work in this meeting and in all our days. Send Thy peace to our nation and to all nations.

We pray for those who serve the people and guard the public welfare that by Thy blessing they may be enabled to discharge their duties honestly and well.

Finally, we ask Thy blessing and comfort for those who are suffering mental and physical disability. Cheer them and bring them the blessings of health and happiness. Amen.”

The Chair will lead the Pledge of Allegiance.

All: “I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

The Chair will introduce the head table, speaker, guests and dignitaries.

The Chair will ask all those remaining to stand and introduce themselves as members or guests.

The Chair will call the meeting to order.

Chair: “I now declare this meeting of [Chapter Name/Number], of ASIS International, regularly convened.”

The order of business shall be:

- a. Roll Call (if a ‘Sign-in’ roster is not used)
- b. Reading of previous minutes
- c. Introduction of the guest speaker

- d. Guest speaker
- e. Presentation of Certificate of Appreciation to the Guest Speaker
- f. Committee reports
- g. Council reports
- h. Sick call, relief and employment opportunities
- i. Officer reports
- j. Unfinished business
- k. New business and correspondence - *in addition to matters that pertain to the affairs of the local chapter, the reading and discussion of matters submitted by Headquarters regarding Society affairs.*

Chair: “Is there any further business to come before the chapter? If not, till we meet again let us perform our professional duties in accordance with the law and the highest moral principles, observe the precepts of truthfulness, honesty, and integrity, be faithful, diligent and competent in discharging professional responsibilities, safeguard confidential information and exercise due care to prevent its improper disclosure, and not maliciously injure the professional reputation or practice of colleagues, clients, or employers.”

Chair: “I now declare this meeting of [Chapter Name/Number], of ASIS International, adjourned.”

Ed. Note: *If a meal is served in conjunction with the meeting, steps should be taken to keep the meeting from exceeding the time allowed. It is recommended that portions of the business meeting be conducted at the same time the meal is being served and consumed.*