

THE MOOSE



LODGE

BOARD of OFFICERS

MEETING

AGENDA

Effective May 1, 2021

Lodge Board of Officers Meeting Agenda

- 1. Call to order**
- 2. Roll Call of Officers**
- 3. Executive Session - (Recess Officers meeting to go into executive session {for decorum / disciplinary considerations} if needed)**
- 4. Call Officers Meeting to Order**
- 5. Minutes of Previous Meeting**
- 6. Report of Sickness and Distress**
- 7. Applications for membership (Recommend to lodge floor only - no vote needed)**
- 8. Report of Finances**
- 9. Examination of bills (Recommend to lodge floor for payment)**
- 10. Analysis of Sales Volume and Costs**
- 11. Inspections**
- 12. Old Business**
- 13. New Business**
- 14. Executive Session - (Recess Officers meeting to go into executive session if needed)**
- 15. Adjournment**

At the officers' meetings, executive sessions shall be an item on every meeting agenda. The presiding officer, shall open the officers' meeting, recess for executive session and then return to the officers' meeting. Only the elected officers of the lodge and the Junior Past President shall participate in executive sessions. Executive sessions should be used to address only issues that are privileged, private, confidential or sensitive, such as: succession planning, legal issues, litigation, third-party contracts, investigating financial irregularities, adopting or amending employee policies, hiring and firing employees, and disciplinary matters of employees and members. Minutes of the executive session should include the general substance of the meeting discussion only. Minutes of executive sessions are kept separately from the officers' meeting in the strictest of confidence by the Administrator.

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