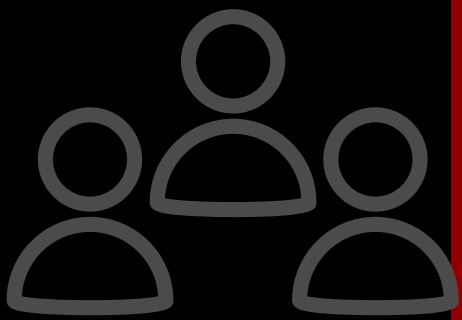


STUDENT ENGAGEMENT & ACTIVITIES' GUIDE TO ROBERT'S RULES OF ORDER



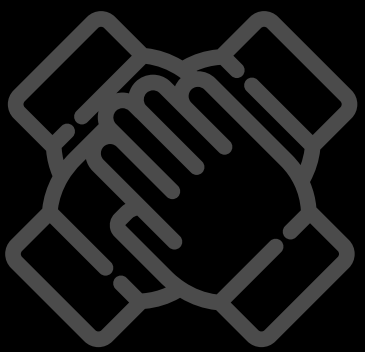
1. Call meeting to order

2. Have some form of roll call to make sure quorum is reached



3. Agenda should be sent out at least a day in advance, it is at this point when you can either approve or make corrections to the agenda before proceeding

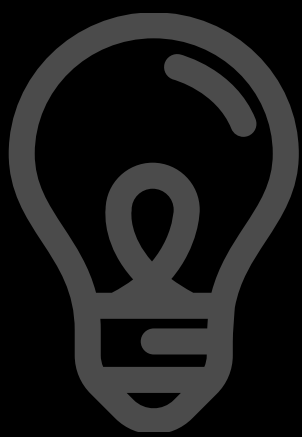
Please note that you can post the agenda on your club's SB Engaged page



4. Reports from: President, Treasurer and any other Committee Members

5. Revisit unfinished business and general club business

6. Introduce new business



7. Announcements

8. End Meeting