

Rotary Club of _____

Weekly Meeting Agenda

12:15 - Start the meeting promptly (even if only a few members are present)

Bang the bell (once) and wait for silence

Welcome fellow Rotarians and guests

Acknowledge meeting on traditional lands

National Anthem – “Please join me (or another Rotarian) in the singing of our national anthem”

Invocation (thought for the day or, thanks for Rotary fellowship and service)
Arrange in advance with different members. (Lots of Rotary invocations on-line)

12:20 to 12:40 - Dining and fellowship

12:40 to 1:00 - President’s time (some or all the following)

- Introduce visiting Rotarians and Guests
- Committee report(s)
- Rotary Moment (arrange with a member in advance)
- Announcements (from Club Secretary)
- Make-ups (ask if any members have done recent make-ups)
- Banners (ask if any visiting Rotarians wish to exchange club banners)
- Mini member classification talk (5 minutes to speak about current or former jobs) Arrange with a member in advance.
- Sergeant at Arms time (see comments about this at end)
- Rotary updates
- Anything else that is germane

1:00 to 1:25 - Speaker’s Time (Never start late or use any of the speaker’s time)

- Ask a member to introduce the speaker (no more than 1 minute), (member should sit with the speaker during lunch and interview for salient points)
- Speaker’s presentation
- Ask a member (before meeting) to thank the speaker

1:25 to 1:30 - President concludes the meeting

- Also thank the speaker
- Closing comments or reminders to members
- President asks, “Is there anything further for the good of Rotary?” If yes, deal with it expeditiously
- President states, “I declare this meeting adjourned.” (bang the bell once)

Notes

- Sergeant at Arms time – The S at A's job is to maintain decorum during the meeting. This is done in a humorous manner through fines (cell phone rings, talking inappropriately, not wearing Rotary pin, not wearing name badge, arriving late, leaving early (during speaker's presentation without apologizing in advance). If there is time, the S of A may ask if anyone would like to share a personal happy or sad situation.
- It works better if the Rotarian on the door introduces guests (the door Rotarian takes the guest's name when they pay and also fills out (and signs) a make-up or visitor's card. The door Rotarian should hold these cards and use them to introduce guests. This is done by approaching each visitor, introducing them and then handing over the make up card). The President may choose to say to the Rotarian on door, "please introduce our guests and would you all please hold your applause until all have been introduced."