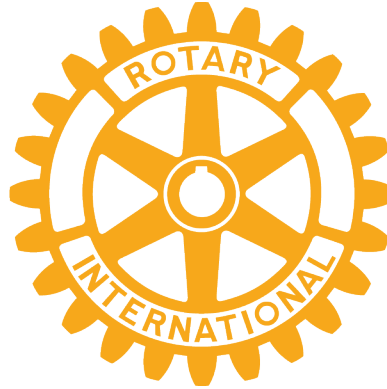


# Rotary



Rotary Club Meetings are held weekly with the focus being on fellowship. That said, there are plenty of news updates and discussion that every member should be kept aware of, and a great way to organize meetings is with a formal Rotary meeting agenda.

Meetings should start on time and end on time and should be no longer than 60 minutes or 90 minutes. If your weekly meeting runs between those times, please adjust the agenda accordingly.

The club administration committee is responsible for developing meeting agendas under the leadership of the club president.

Here are two sample Rotary meeting agendas that will keep your club on track.

## **60 Minute Rotary Meeting Agenda:**

**Meeting Call to Order**  
**Meal**

5 minutes  
30 minutes

- President's time
- Introduction of visiting Rotarians/Guests
- Correspondence and announcements
- Committee reports
- Club business

**Program**

20 minutes

- Introduction of speaker
- Speaker's presentation

**Closing remarks by the President** 5 minutes

### **Adjournment**

The main difference of the 90 minute Rotary meeting is that there is a significant amount of time set aside for meal and fellowship.

### **90 Minute Rotary Meeting Agenda:**

<b>Meeting call to order</b>	5 minutes
<b>Meal and fellowship period</b>	30 minutes
<b>President's time</b>	20 minutes

- Introduction of visiting Rotarians/Guests
- Correspondence and announcements
- Committee reports
- Club business

<b>Program</b>	30 minutes
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- Introduction of speaker
- Speaker's presentation

<b>Closing remarks by the President</b>	5 minutes
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### **Adjournment**

### **Helpful Information**

The club president presides over all club meetings. Each club meeting should feature an interesting topic or program that will strengthen Rotarian's knowledge, encourage continued membership and increase awareness of local and global issues.

Club governance should be conducted by the Board of Directors, outside of weekly meetings. Since weekly meetings are strictly for news and fellowship, no quorum is needed as no voting should take place. However, there should be ample time for program questions as well as any other discussion or concerns.

Rotary Clubs will typically hold between four and six Club Assemblies throughout the year. These periodic meetings take place to ensure strong communication between club leaders, members and district leaders. All members are invited and encouraged to attend and new members are especially encouraged to attend. The objective of each weekly meeting is

to have fun, share a meal with other members and enjoy an engaging presentation. It's a time to catch up on club news and projects and learn about exciting initiatives within the community.

Follow these simple meeting agendas and get the most out of your weekly Rotary club meeting.