THE AGENDA

In order to run an effective meeting, it is critical that the Venerable Dean have an agenda before him.  An agenda is simply a listing, in order, of each item to be discussed  at the colony meeting.  The main purpose of the agenda is to assist the Venerable Dean in running the meeting as smoothly and effectively as possible.

The best time for the Venerable Dean to prepare the agenda is following the executive council meeting.  Before each executive council meeting, the Venerable Dean should draw up a rough outline of the things to be covered at that week’s colony meeting.  Then, following the executive council meeting, he can finalize the agenda by adding the items to it to be discussed by the other officers.

For best results, the colony meetings should be held in an atmosphere that is conducive to the conducting of business.  All too often meetings are held in cramped, uncomfortable quarters where the members cannot concentrate on the business at hand.  Further examples of poor meeting locations include places that serve alcohol or food, a living room with electronic games or television, etc.  The best place for meetings until you have a house would be a classroom in a centrally located area of the university or college campus.

You can also contact a sorority to see if they have a meeting space available for your use.  This can help to develop a good relationship with sororities.  A Masonic Lodge is also another suggestion.  The room setup should be that of a classroom with the Venerable Dean and executive officers seated in the front facing the rest of the colony.

The general order of business is as follows:

➢       Call to order

➢       Roll call

➢       Reading of the minutes

➢       Officer reports

➢       Advisor reports

➢       Committee reports

➢       Old business

➢       New business

➢       Announcements

➢       Good of the Fraternity

Roll Call

Immediately following the opening of the meetings, the Secretary should take the roll.  A record of attendance for each member should be kept showing meetings attended, those that were missed and excused absences.

Minutes

The Secretary is also responsible for the taking minutes of each meeting and reading them at the following meeting.  After each meeting, the minutes should be typed in a readable fashion (full sentences and not sketchy and unclear notes) and posted in a central location where the brothers can read them.  Further copies should be placed in a notebook along with the minutes of all other meetings.  Additionally, many colonies and chapters have all minutes of the previous meetings copied and distributed to the members at each meeting or sent out to their members via email.

Officer Reports

Officer reports can be given in any order but usually begin with the Venerable Dean, Senior Dean and so on down the line.  Each officer should discuss the major items for which he, or he and his committee, have been responsible.  Regular updates are critical for the colony so that all members are informed of the colony’s happenings.

If for any reason an officer is to be absent during a colony meeting, regrets should be sent to the Venerable Dean and Secretary and a report should be submitted for reading by the Secretary during officer reports.

Other Reports

The advisors and the committee chairmen should report on any matters just as the colony’s officers.

Business

The matter of old and new business is meant to take care of just that – the business that confronts the Fraternity.  Old business is any business that has been previously discussed and tabled while new business is that to come before the colony for the first time.

Not all voting matters are business – many colonies make that mistake.  The only matters that should be termed “business” are constitutional or policy additions and changes.  Simply voting on whether or not to have a service project does not associate as business, whereas a vote to change the budget does.

All business proposals should be written out, signed by the members proposing it and presented to the executive council preceding the meeting.  Any proposal not first sent to the executive council should require a ¾ affirmative vote of the colony to get it “on the floor” for colony discussion.

Good of the Fraternity

“Good of the Fraternity” is meant as a period to benefit the Fraternity.  Many times during the course of a meeting, only a few people get to speak.  Therefore, this time is allotted for anyone to speak and for brothers to pass on their comments and views to the colony.  Some chapters “pass the gavel,” which means each person has a chance, one at a time, to say whatever he wishes while others simply use it as a constructive criticism session.  Either way, it allows each member the opportunity to say what is on his mind and should be included at the end of each meeting.