

# CHAPTER MEETINGS

MOS&B chapters meet in a variety of places to include people's homes, (Individual Homes are not recommended) restaurants, meeting rooms in municipal buildings, churches, etc. It is important to create a strong feeling of camaraderie among the membership that reflects the spirit of the chapter while a meeting is taking place. This will give the chapter an aura of permanence and importance, which are necessary attributes for success.

You can help to create this atmosphere by equipping the room with items such as a Confederate Battle Flag, a US flag, a State Flag, a Chapter Flag and perhaps a large felt banner containing the MOS&B name and logo along with the chapter's name. If available, a few Confederate artifacts on the wall would be a welcome addition. Those symbols, as well as others you may devise, can create the atmosphere needed to make the room a more conducive place to conduct business and have a meeting.

The chapter also needs some practical equipment for its meetings. Having a gavel or a bell and striker to help open and close meetings lends authenticity to the authority of the Commander or person who is running the meeting.

There should be a lectern at the head table for use by the Commander and any speaker. If the overhead lighting is dim, it would help if the lectern had a small built-in reading light for those speakers who find it necessary to refer closely to their notes or read their speeches aloud.

Some speakers may mumble incoherently; thus, a small public address (PA) system with either a remote lapel or an adjustable microphone on a flexible gooseneck mounted to the lectern may help the audience. PA systems can be expensive; however, the alternative for all but the tiniest chapters, is to have the membership straining hard to hear the speaker or some may give up and fall asleep.

Chapters lacking the proper equipment should, at the beginning of the year, budget for the acquisition of one or two major items during the year or perhaps they can choose to hold a fundraiser to pay for it.

## Order of Business for Chapter Meetings

Proper sequencing is essential in considering and conducting business coming before the chapter during regular meetings. Establishing a standard order of presentation ensures that all matters receive due consideration and more importantly, results in handling business expeditiously.

A professionally run meeting will provide members and visitors positive impression that the chapter is well organized, and business is conducted. Conducting all meetings in an orderly and businesslike manner will benefit the commander by earning him the admiration and respect of the chapter members. Members should not disrupt the meeting by talking among themselves nor

should the meeting be interrupted unless a member has first asked for the floor and received it in an orderly fashion.

The following "Order of Business" is offered as a general guide for conducting chapter business. Some chapters may find it advantageous to alter or vary from the sequence listed:

1. Call to order
2. Invocation
3. Pledge to U.S. Flag
4. Pledge to State Flag
5. Salute to Confederate Flag
6. Reading of minutes from the previous meeting
7. Treasurer's report
8. Communications
9. Reports
  - a. Standing Committees (Standing committees are those named to function throughout the year.)
  - b. Special Committees (Special committees are those named to perform a special task.)
10. Old Business
11. New Business
12. Announcements
13. Program (May move to the beginning if Speaker must travel a distance)
14. Benediction