



Reporting Committee: Program Planning

Committee Chair/Co-Chair: Beverly Harge

Committee Members Present: N/A

Agenda Items:

- Committee Events

Chapter Management Workshop – Soror Sandra K. Parker presenter

17 Sorors participated: Smith, Ford, Hodgers, R. Lewis, Ray, Vasquez, Harge, Barkley, Bowman, McKenzie-Simmons, Burton, Jones, Osborne, Peters, S. Floyd, Tatum, Ellison and Lawrence-Webster. Each Soror received an Officers Institute Participant Manual or Chapter Committee Participant Manual.

Recommendations and next steps:

1. Sorors should bring their tools to chapter meeting: Constitution and Bylaws, Chapter Rules of Order, Chapter Policies and Procedures, Ritual, Protocol and Traditions Manual, Chapter Management Handbook, Code of Conduct, Chapter Financial Handbook
2. Place the mission statement at the top of every agenda
3. Adopt a meeting decorum (promotes timely and orderly meetings and sisterhood)
4. Evaluate Community Needs
5. Assess chapter programs
6. Align Strategic Planning meeting with adoption of budget and local dues adoption
7. Chapter leaders should lead out front and be unified (adhering to the democrat process)

Future Event: Strategic Planning Meeting, Saturday, October 27, 2018 at

Note: Please complete Evaluation Forms after each event and Committee Chairs are asked to use the Event Planning Timeline for their events (forms are on the website).

Meeting Decorum

Ways to Help Keep the Meeting Moving in a Timely Manner

- Please turn off all cell phones (or set to vibrate).
- Refrain from side conversations during the meeting
- Wait to be recognized by the presiding officer before speaking
- Confine remarks to the merits of the pending question
- Address all remarks through the presiding officer
- Avoid the use of member names in your remarks
- Refrain from speaking adversely on a prior action not pending
- Refrain from speaking against one's own motion
- Limit number of comments on the same motion, topic, and/or issues to three

Is a formal motion needed? Yes NO

Formal Motion to the Chapter : I move for the adoption of the Meeting Decorum.