

Meeting Agenda

1. Call the meeting to order on time.

Call for checks. (These should be written out prior to the Call to Order.) Introduction of guests & members (when applicable, handled by President)

Call for Special Orders (urgent issues which must be handled immediately, i.e. member withdrawing, death or illness of member, etc.)

2. President calls for Secretary's report.

Secretary states when and where the minutes were made available. The President says: "If no one objects, we will accept the minutes as written." (A member may dispute by raising his/her hand to obtain the floor.)

3. President calls for Club Agent report.

The Club Agent reads the month's business, as usual (and any pertinent info). The President says: "If no one objects, we will accept the report as stated." (A member may dispute by raising his/her hand to obtain the floor.)

4. President calls for Treasurer's report.

The Treasurer states whether the account balances agree with the Club Agent. The President says: "If no one objects, we will accept the report as stated." (A member may dispute by raising his/her hand to obtain the floor.)

5. Vice President to call for stock reports.

The VP chairs this segment. Starting in alphabetical order, by stock, the VP will call on each stock watcher. Only the stock watcher will have the floor. No discussion at this time. The stock watcher will give the information required by the monthly report format. The VP has the right to limit the amount of time of the speaker. (If other stocks are to be presented, they must be on the agenda, in advance, and it's the responsibility of the member to coordinate with the VP to get it on the schedule.)

6. The President to call for open discussion on all stock reports.

This will be an open forum. It's important to stay on topic and be respectful of others. At any time, the President can return this segment to formal protocol.

Under formal protocol, the President would select a stock that received a buy or sell recommendation and open it for discussion. Every member has a right to raise their hand and be chosen to have the floor. No hands are to be raised until the speaker yields the floor. The President has the right to limit the time of a speaker, limit the number of speakers, call for a

motion, or suspend the motion and move onto the next stock. Every member has the right to question anything they don't understand before a motion put to a vote by saying "I don't understand the motion."

7. The President to call for motion to buy or sell securities

Each stock should have its own motion.

Each motion should have a showing of hands in favor and opposed.

8. President to call for non-stock-related business:

- a. Unfinished Business is provided by the Secretary and presented by the President. This is not an open call. Each item should result in a motion.
- b. New Business is an open call, and each member must obtain the floor.
- c. NAIC Calendar of Events. Same as above.
- d. Place of next meeting. Same as above.

BREAK

9. Education Segment:

Formal protocol not recognized. Members are asked to stay on topic, and be respectful of others.

10. Review of assignments from all segments of the meeting.

- a. The President should call on the Secretary to present assignments.
- b. The President should ask if anything is missing from the Secretary's list of assignments.
- c. Members may add missing information, after they obtain the floor.

11. Adjourn meeting: This should occur on time.

(NOTE: The president has the authority, based on the relevance and importance of the issues presented by the members for the agenda, to change the order of the above items.)