



# **GENERAL MEMBERSHIP MEETING MINUTES**

**Lodge No.** \_\_\_\_\_

*\*MEETING REQUIRED TO BE OPENED AND CLOSED ACCORDING TO RITUAL CEREMONY IN LOOM HANDBOOK\**

**DATE:** \_\_\_\_\_ **MEETING STARTED AT** \_\_\_\_\_ **AM/PM**

**PRESIDING OFFICER** \_\_\_\_\_

**ROLL CALL: (P = Present, A = Absent)**

<b>GOVERNOR</b>	_____	<b>1<sup>ST</sup> YR TRUSTEE</b>	_____
<b>JR. PAST GOVERNOR</b>	_____	<b>2<sup>ND</sup> YR TRUSTEE</b>	_____
<b>JR. GOVERNOR</b>	_____	<b>3<sup>RD</sup> YR TRUSTEE</b>	_____
<b>PRELATE</b>	_____	<b>SGT @ ARMS</b>	_____
<b>ADMINISTRATOR</b>	_____	<b>OUTER GUARD (if applies)</b>	_____
<b>TREASURER</b>	_____	<b>INNER GUARD (if applies)</b>	_____

**NUMBER OF LODGE MEMBERS (VOTING) IN ATTENDANCE** \_\_\_\_\_

**NUMBER OF LODGE VISITORS (NON-VOTING) IN ATTENDANCE** \_\_\_\_\_

**ELECTION OF OFFICERS (If applies):** \_\_\_\_\_

\_\_\_\_\_

*(Special note: Elections, when held, are always the first order of business.)*

**MINUTES OF PREVIOUS GENERAL MEETING: Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_

**ADDITIONS/DELETIONS:** \_\_\_\_\_

\_\_\_\_\_

**COMMUNICATIONS AND NOTICES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REPORTS OF SICKNESS AND DISTRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REPORT OF TRUSTEES AND APPROVAL OF PAYMENT OF BILLS** *(Bills must be itemized below or separate list attached to minutes):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION TO APPROVE PAYMENT OF BILLS MADE BY \_\_\_\_\_  
2<sup>nd</sup> BY \_\_\_\_\_ VOTE: Favorable \_\_\_\_\_ Unfavorable \_\_\_\_\_

**REPORT OF APPLICATION REVIEW COMMITTEE ON APPLICATIONS FOR MEMBERSHIP**  
*(State Applicant's name, Sponsor's name & Vote of Committee – favorable or unfavorable)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORTS OF STANDING AND SPECIAL COMMITTEES** *(attach additional sheets if necessary):*

(1) Mooseheart/Moosehaven Admissions Committee: \_\_\_\_\_

(2) Endowment Fund Committee: \_\_\_\_\_

(3) Membership Committee: \_\_\_\_\_

(4) Community Service Committee: \_\_\_\_\_

(5) Ritual Committee: \_\_\_\_\_

(6) Publications Committee *(the chairman is responsible for any lodge publication):* \_\_\_\_\_

(7) Government Relations Committee: \_\_\_\_\_

(8) Historical Committee: \_\_\_\_\_

(9) Sports Committee: \_\_\_\_\_

(10) Moose Legion Committee: \_\_\_\_\_

(11) Moose Family Activities Committee: \_\_\_\_\_

(12) Special Committees: \_\_\_\_\_

MINUTES OF OFFICERS MEETING: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

**NINE O'CLOCK CEREMONY**

**RECEIPTS/FINANCES** *(Monthly House Committee report required at first general membership meeting each month):* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OLD BUSINESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NEW BUSINESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ENROLLMENT OF CANDIDATES (If applies) Names:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORT OF NOMINATING COMMITTEE (If applies):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTALLATION OF OFFICERS (If applicable) Names and offices:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOOD OF THE ORDER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ENDOWMENT FUNDS COLLECTED:** \_\_\_\_\_

**MOTION TO CLOSE MADE BY** \_\_\_\_\_ **2<sup>ND</sup> BY** \_\_\_\_\_  
**Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_

**CLOSING CEREMONY - MEETING ADJOURNED AT** \_\_\_\_\_ **AM/PM**

**MINUTES APPROVED ON** \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**GOVERNOR'S SIGNATURE**                      **Date**

\_\_\_\_\_  
**ADMINISTRATOR'S SIGNATURE**                      **Date**

**\*Important Note: All minutes must be printed out and contain original signature notwithstanding the minutes are saved electronically.**