SGA Meeting Procedure
(Excerpted from the NAP publication, *The Chair's Guide: Order of Business*)

- **Call to Order**
  Example: (“I call this meeting to order.”/“This meeting is now called to session.”)
- **Opening Ceremonies/Prayer**
- **Roll Call (For the first meeting of each semester)**
  - Attendance will subsequently be taken by individually signing a roster.
- **Reading and Approval of Minutes**
- **Reports of Officers, Standing Committees and Special Committees**
  - Announced only if such committees exist and are prepared or instructed to report
- **Reports of Special Orders: important business previously designated and guaranteed for consideration at this meeting**
- **Unfinished Business and General Orders:** Any issue which was not concluded, was postponed, or was tabled during the prior meeting.
  - The secretary's minutes would inform the speaker which items to add to this section.
- **New Business**
  - Announcements, Legislative Proposals, Programs (if a program or a speaker is planned for the meeting)
- **Adjournment**
  - Motion for adjournment can be made by any member at any time.
  - Majority consensus required to be in effect.
- **Closing Prayer**