

**PLEASE NOTE:**

THE FOLLOWING PAGES ARE TO BE USED AS A GUIDELINE ONLY. THEY DO NOT REPLACE OFFICIAL MINUTES. MINUTES MUST BE RECORDED ON NUMBERED PAGES IN AN OFFICIAL MINUTE BOOK AVAILABLE THROUGH CATALOG SALES AT MOOSE INTERNATIONAL (630-966-2250)

ANY QUESTIONS, PLEASE CALL US AT 630-966-2207.

GENERAL GOVERNOR'S OFFICE



**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)

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

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.**