

DISTRICT MEETING FORMAT

(HAVE THE CHIMES READY AND USE THEM!!!!)

I. PRESIDENT: (Gives one Rap) “Under the authority granted by the Loyal Order of Moose, and the by laws of the Maryland, Delaware, District of Columbia Moose Association, the ____ District will come to order. The Officers will resume their respective places and the inner door will be closed unless otherwise directed”.

II. ROLL CALL OF BOARD OF OFFICERS:

A. **PRESIDENT:** “Brother Secretary, call the roll of the District Officers and Chairman”. The SERGEANT-AT-ARMS: “Will answer present or absent as name is called”

B. **PRESIDENT:** Prelate _____, prepare the alter

C. **PRELATE:** "This is the Holy Bible, our inspiration and our guide".

III. PRAYER (AT ALTAR)

A. **PRESIDENT: (Gives two Raps) “Brothers and Co-Workers, we will stand with Arms folded and bowed heads while the Prelate asks the blessing of God”.**

IV. FLAG CEREMONY

A. **PRESIDENT: “Brother Sergeant-at-Arms, please present the Flag of our Country”.**

B. **Sergeant-at-Arms:** Faces toward and gestures to the Flag, and states “I present the Flag of our Country”.

C. **PRESIDENT: “Brothers and Co-Workers, Place your hand over heart in salute to the Flag and join me in the pledge of Allegiance”.**

“I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and Justice for all”

V. DECLARATION OF MEETING BEING OPENED

A. **PRESIDENT: “I now declare this meeting of the ____ District Loyal Order of Moose duly opened. The Inner Guard will admit all qualified to enter”. (Gives one Rap)**

- B. **PRESIDENT:** “We will now have the welcoming remarks by the Governor of the Host Lodge # _____”.

VI. LODGE REPORTS: WE NO LONGER READ DISTRICT REPORTS!! Lodges are to turn reports into District Secretary.

VII. MINUTES OF PREVIOUS MEMBERSHIP MEETING (LAST MONTHS)

- A. **PRESIDENT:** “Brother Secretary, please read the minutes of the previous Membership meeting”. Secretary: Reads the minutes
- B. **PRESIDENT:** “Any corrections or additions? If not, they will stand as read.”

VIII. GUEST SPEAKER

- A. **PRESIDENT:** Give a short history of speaker and introduces them (keep short)
- B. **PRESIDENT:** Thank speaker for message, present gift to speaker (if applicable)

IX. OFFICERS MEETING MINUTES “Are No Longer Read at Membership Meeting!”

X. ENDOWMENT (**HAVE THE CHIMES READY AND USE THEM!!!**)

- A. **PRESIDENT:** “The Endowment Chairman will now conduct the Nine “0” Clock Ceremony”.
- B. **CHAIRMAN:** (**Give two Raps**) “Brothers and Co-Workers, it is now the hour of Nine, the little children at Mooseheart kneel at their bedsides to say their evening Prayers,— let us face towards Mooseheart fold our arms bow our heads and join them in Silent prayer. (CHIMES) You will repeat after me “Let the little children come to Me, do not keep them away, for they are like the kingdom of heaven, God bless Mooseheart. AMEN
- C. **ALL:** “AMEN” (**Give one Rap**)
- D. **CHAIRMAN:** “We will now have the Endowment collection”.

XI. COMMITTEE REPORTS

- A. **PRESIDENT:** “We will now have the report of the District Chairman”.
- B. **PRESIDENT:** Call Chairman as per list (**Have them prepared keep to 3 minutes**)

COMMUNITY SERVICE:	Report Monthly	_____
FAMILY ACTIVITIES:	Report Monthly	_____
SPORTS:	Report Monthly	_____
MEMBERSHIP / RET:	Report Monthly	_____
MOOSE CHARITIES:	Report Monthly	_____
ENDOWMENT:	Report Monthly	_____
BLOOD BANK:	Report can be quarterly	_____
GIMME FIVE:	Report quarterly	_____
VALOR:	Report Annual	_____
Rookie of The Year:	Report Annual	_____
Moose of The Year:	Report Annual	_____
ARROWHEAD:	Report Annual	_____
MLOY:	Report Annual	_____
HISTORICAL:	As Necessary	_____
CAPS:	As Necessary	_____
GOVERNMENT REL:	As Necessary	_____
YOUTH AWARENESS:	As Necessary	_____
SAFE SURFIN' USA:	As Necessary	_____
SPECIAL OLYMPICS:	As Necessary	_____

ADD ADDITION CHAIRMAN AS NEEDED (GET INFORMATION OFF DISTRICT REPORTS PRIOR TO MEETING FOR CHAIRMANS REPORTS OR CALL LODGE CHAIRMAN PRIOR TO MEETING TO PREPARE REPORT)

C. PRESIDENT: "We will now have the reports of the Lodge Governors followed by the Attendance of each remaining Lodge" LODGE ROLL CALL: Sign In Sheets (Optional)

XII. CORRESPONDENCE

A. PRESIDENT: Brother Secretary, please read any communications or notices received by you, since our previous meeting". Response (1) Brother President: "I have received the following correspondence". (Read)

XIII. DISTRICT OFFICERS

A. PRESIDENT: "We will now have the reports of the District Officers, does any officer have a report to give at this time".

B. PRESIDENT: "Give Report of visitation to Lodges since last meeting".

XIV. UNFINISHED BUSINESS: (SHOULD ALWAYS HAVE SOME)

XV. NEW BUSINESS: (SHOULD HAVE A REASON FOR BEING HERE)

XVI. PRESIDENT'S REPORT OF THE ASSOCIATION MEETING

- XVII.** REPORT OF THE NOMINATION COMMITTEE (WHEN NECESSARY JULY)
XVIII. ELECTION OF OFFICERS (WHEN NECESSARY AUGUST)
XIX. INSTALLATION OF OFFICERS (WHEN NECESSARY SEPTEMBER)

XX. GOOD OF THE DISTRICT

- A. CAN ADD WHAT IS NECESSARY TO COVER
- B. **Comments from R.M. or Association Exec. Committee Officers**
- C. DISTRICT TROPHY AWARDS: 50/50 Drawing, Door Prize, Highest Attendance, Best Percentage, Highest Endowment, Moose Charities, Most 50/50 Tickets, Most Women, Ham Drawing

XXI. INTRODUCTION OF GUESTS

- A. **Will Co-Workers stand and be acknowledged**
- B. **Will Senior Regents stand and be recognized**
- C. **Will Association and Supreme Lodge Officials stand and be recognized**
- D. **Will Past Deputy Grand Regents and Associations Past Presidents Stand and be recognized**
- E. **Men and Woman of all the Higher Degrees stand and be recognized**
- F. **Will all Veterans Stand and be recognized**

XXII. ANNOUNCE NEXT DISTRICT & SPECIAL MEETINGS

- A. **Give date, time & location of next District Meeting**
- B. **Give date, time & location of Association and any special Meetings**

XXIII. CLOSING

- A. **PRESIDENT: “Has any matter of importance been neglected or overlooked?”
If not, we will proceed to close.**
- B. **PRESIDENT: (Gives two Raps)**
- C. **PRESIDENT: “Brothers and Co-Workers, stand with arms folded and heads
Bowed as the Prelate delivers the closing prayer”.**
- D. **PRELATE: Delivers prayer, waits for Amen from membership (AT ALTAR)**
- E. **PRESIDENT: Prelate _____ will close the Bible.**

F. PRESIDENT:

“That which is done is done; let none depart this meeting with Anger in his heart. Let all go forth with good thoughts, good words and good deeds for all mankind”. ---- “I now declare this meeting adjourned, thank you for having attended this session and have a safe journey home”.