**Order of Business for Regular Meetings**

1. Opening of Assembly.

*(If you have an Outer Observer, invite her into the Assembly room before Introduction of Visitors)*

1. Introduction of Visitors.

*Insert brief welcome to your guests.*

*It is my honor to introduce:*

*It is my pleasure to introduce:*

*Please join me in welcoming:*

1. Roll Call.
2. Reading of Minutes of Previous Meetings.

*Sister Recorder, may we have the Roll Call and the Reading of the Minutes from our previous meeting. Girls, during Roll Call, please respond by sharing:*

*(following reading of the Minutes) Sisters, Are there any corrections to Roll Call or the Reading of the Minutes?*

* *Hearing none, the Minutes stand approved as read.*
* *Sister Recorder, please include the correction in the Minutes; the Minutes stand approved as corrected.*
1. Treasurer’s Report.

*Sister Treasurer, may we have a Treasurer’s report?*

1. Unfinished Business.

*May we have a report on:*

*As a reminder:*

1. New Business.

*(insert new business here.)*

*(Elections of Officers is New Business during the first meeting in the months of January, May, and September.)*

1. Miscellaneous Business.

*Sister Recorder, may we have the reading of the bills and correspondence?*

1. Receiving of ~~Petitions~~ Applications for Membership.

*Sister Recorder, have we received Applications for Membership?*

*(If so, appoint the members (girls) of the visitation committee; if not, encourage your members and adults to invite girls who may be interested in Rainbow to join us at an upcoming event.)*

1. Balloting.

*Sister Recorder, have we Balloting?*

1. Conferring of Degrees.

*Sister Recorder, have we Conferring of Degrees?*

1. Good of the Order.

*(Insert Good of the Order here)*

1. Formal Closing.

*(If you have an Outer Observer, pause while she exits the Assembly room, before beginning ritualistic closing.)*