

## PENNSYLVANIA DEMOLAY

### **Chapter Business** (Issued 1-15-02)

Chapters should find ways to minimize the length of their business meetings by eliminating time-wasters such as the tradition Calling of the Roll of Officers, when, in every chapter it is obvious who is in the room, and what position they have assumed. Reading of correspondence should be summarized, and kept to a minimum of only those portions that affect the members present. Minutes should also be summarized. The Scribe should read only the date of the meeting, motions and the action taken on them, membership applications read for the first time, ballot results, election results, the Chapter treasury balance, and topics of new business that require attention at the current meeting.