

Template – Paper of Business – Unit Virtual Business Meeting

Note: Units wishing to hold a virtual business meeting may use the format usually adopted for a Summons subject to the following wording being inserted, where appropriate.

PAPER OF BUSINESS

Your attendance is requested at a Virtual Business Meeting, as permitted under the special circumstances provisions in the Constitutions & Regulations of the Order, of [insert Unit name and number] to be held on [insert date] at [insert time] in lieu of the regular meeting scheduled to have been held on [insert date] but abandoned due to the Covid-19 Pandemic.

Note: The Order of Business is restricted to those items shown below. Topics appearing after Item 3 (Minutes) which are not required, may be deleted and the remainder renumbered, as appropriate.

ORDER OF BUSINESS

1. The Presiding Officer [insert name and Office within the Unit] will declare the meeting open.
2. To read the permission to hold the meeting and any Dispensations.
3. To approve the minutes of the last meeting
4. To note apologies
5. Election of Worshipful Master (or equivalent)
6. Election of Treasurer
7. Election of Tyler
8. Approval of Accounts
9. Change of subscription amount
10. Dispersal of funds for charitable purposes
11. Exclusions and resignations
12. Elections to Honorary Membership (subject to a prior Notice of Motion)
13. Proposition of candidates for joining/re-joining members
14. Amendments to By-Laws
15. Reports of Unit Committee; Treasurer; Almoner; Hall Management rep. etc.
16. The Presiding Officer will declare the meeting closed

Note: ballots usually conducted in secret may be replaced by a show of hands provided all members have been notified in advance of the meeting that it is the intention to do so. Should any member object, the matter must be deferred to the next regular, face to face, meeting.