**PROPOSED AGENDA FOR OUR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE                                                                     TITLE**

**TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Opening Prayer
2. Determination / Declaration of Quorum
3. Reports
   1. Secretary’s  Report  ( Reading of the Previous Minutes )
   2. Treasurer’s Report
   3. Others    - Ex. Deacons, Auxillary Orgs, Committee
4. Items to be discussed

A.

B.

C.

V. Others

- (Matters outside the proposed items)

- (Birthdays, Acknowledgements, Announcements)

- (Next  Meeting)

VI. Closing Prayer

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Notes:

**CONVENTION BAPTIST CENTER CHURCH**

Gilda Subd., Brgy Guihing, Hagonoy

Davao del Sur

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGENDA :

1. PRAYER

1. CALL TO ORDER

1. DECLARATION OF QUORUM

1. PRESENTATION AND APPROVAL OF THE AGENDA

1. BUSINESS MEETING HOUSE RULES

1. READING AND APPROVAL OF PREVIOUS MINUTES

1. BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. NEW BUSINESS
2. REPORTS
   1. TREASURER
   2. SECRETARY

2. AUXILLARY ORGANIZATIONS

3. PROJECTS , PROGRAMS,ETC.

IX. OTHER MATTERS

X. ADJOURNMENT

XI. CLOSING PRAYER

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NOTES:

**HOUSE RULES FOR BUSINESS MEETING**

To ensure order and smoothness of deliberation, the following House Rules will be observed:

1. Only members of the Council are allowed to participate in the deliberation. Anyone is encouraged to attend the meeting, but only the members of the Council will be recognized.
2. Chairman and Vice Chairman of different auxiliary organizations and departments are automatically members of the Council.
3. A member who wants to have the floor should first seek the recognition of the presiding officer.
4. A maximum of three (3) minutes will be allowed to a member when s/he takes the floor.
5. No member shall speak a second time on the same question/issue unless s/he is allowed to speak
6. more than twice or her/his time is extended by the majority or the Chairperson.
7. No member who has the floor may be interrupted except for a breach of the House Rules, or a
   1. misrepresentation or to raise an urgent question of privilege.
8. The Chairperson shall read the motion before any vote is taken. S/he shall ask those in favor of the motion, and those opposed, to vote. Voting shall be by a show of hands.
9. A motion to reconsider an action of the convention shall be in order at any time if offered by a member who voted with the prevailing side. If the action proposed to be considered is not debatable, the motion to reconsider may not also be debated.
10. The Pastor shall serve as a guide, but will not be part of the Council.