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STANDING RULE NO. 1
of the
DEMOCRATS OF GREATER RIVERSIDE

SPECIAL ORDER OF BUSINESS

Section 1. Purpose.

The purpose of this rule is to lay out the order of business, also known as an agenda, for Executive Board and General Membership meetings.

Section 2. Rule.

The order of business for meetings shall be as follows:

- a. Welcome
- b. Pledge of Allegiance
- c. Approval of agenda
- d. Reading and approval of minutes
- e. President's report, including announcements and calendar
- f. Secretary's report
- g. Treasurer's report
- h. Committee reports, as needed, in the order committees are listed in the bylaws
- i. Unfinished business
- j. New business
- k. Special guest speakers or presentation (when applicable)
- l. Adjournment

Section 3. Amendment of Special Order of Business.

The order of business of a particular meeting may be amended prior to the approval of the agenda for that meeting if additions or corrections are submitted to the chair prior to start of the meeting.

Section 4. Announcements.

Announcements submitted prior to the opening of the meeting shall be made by the President during his or her report.

Section 5. Discretion of the Chair.

The chair of the meeting may, at his or her sole discretion, change the order of items on the agenda as circumstances may require.