



## Shortened Business Session

Reducing the time involved in dealing with this important part of any lodge meeting can present the lodge in a more professional manner. It should result in a shorter, more interesting, and engaging business session, better planned between Master, Secretary and Treasurer.

How To:

1. The Lodge needs to identify what is necessary to be maintained, deleted or reduced in the time allowed in the presentation of the Business.
2. Establish alternative opportunities to allow important issues to be open for discussion such as Standing Committee or separate open business meeting.

Tips and ideas that may be introduced:

- Plan the Business session based upon the time allowance set
- Master and Secretary should discuss the Agenda 24 hours before meeting
- Adopt modern business procedure in making motions etc.
- Plan how to handle any contentious issue
- Minutes circulated with notice paper and not read
- Correspondence; summarised by Secretary, important items announced and carefully selected. Copies of important/contentious issues distributed before meeting.
- No Treasurer's Report unless items of expenditure are not covered in Lodge Annual Budget. (Expenses must be quoted in Minutes to be approved at following meeting)
- Almoner's report - this is an important report for any lodge and should be fully quoted in minutes
- Ballots - refer to procedures explained in Customs and Practices Book
- Lodge collection taken in General Business or while Ballot is being destroyed and collected by JD.

