

## Cabinet Meetings

At least four quarterly meetings of the district governor's cabinet are held during the year. Your district constitution and by-laws provides guidance regarding the dates of these meetings. If the district constitution and by-laws does not provide guidelines, the district follows the provisions of the *Standard District Constitution and By-Laws*. A copy of the cabinet meeting minutes is sent to the English Language Department.

### **Agenda for Cabinet Meetings**

Standard items, as well as specific business items the district cabinet needs to discuss, are on the agenda for each cabinet meeting.

Standard agenda items include:

1. Call to order
2. Roll call and reading of communications from absent members
3. Approval of minutes of last cabinet meeting
4. Financial report
5. Unfinished business, if any, held over from last cabinet meeting
6. Approval of bills payable from district budget and ask cabinet secretary-treasurer to issue checks for same
7. Communications and action taken on them
8. Committee, region and zone reports
9. Reminder of date and place of next cabinet meeting
10. Adjournment