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**20\_\_ – 20\_\_ Officers**

Name – President

Name – 1st Vice President

Name – 2nd Vice President

Name – Secretary

Name – Treasurer

Name – Parliamentarian

Name – Advisor

Name – Federation Officer

**XXth Annual NCCEAPA Business Meeting**

**Month Date, 20\_\_ @ Time**

**Location**

President Name, Presiding

Name, Parliamentarian

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AGENDA** | | | | | | | | |
| **Agenda Item** | **Discussion** | | | **Outcomes and Next Steps** | | |  | |
| **Call to Order**  Name, President | Call to Order Time: | | | | | | | |
| **Roll Call**  Name, Secretary | Campus | Northeast | North Central | | South Central | Southeast | | West |
| **Parliamentary Review**  Name, Parliamentarian | Verify quorum | | | | | | | |
| **Approval of Agenda**  Name, President |  | | | Motion to accept:  Seconded:  Decision: | | | | |
| **Thought for the Day**  Name, 1st VP |  | | | | | | | |
| **Approval of Minutes**  Name, Secretary | Annual Meeting Minutes  date of last Annual Meeting | | | Motion to accept:  Seconded:  Decision: | | | | |
| **District Reports** | | | | | | | | |
| **Campus**  Name, President |  | | | | | | | |
| **Northeast**  Name, President |  | | | | | | | |
| **North Central**  Name, President |  | | | | | | | |
| **Southeast**  Name, President |  | | | | | | | |
| **South Central**  Name, President |  | | | | | | | |
| **West**  Name, President |  | | | | | | | |
| **Standing Committee Reports** | | | | | | | | |
| **Finance**  **Treasurer’s Financial Report**  Name, Treasurer |  | | | | | | | |
| **Membership**  Name, Chair |  | | | | | | | |
| **Nominating**  Name, Chair |  | | | | | | | |
| **Rules & Bylaws**  Name, Chair |  | | | | | | | |
| **Professional Improvement**  Name, Chair |  | | | | | | | |
| **Public Relations**  Name, Chair |  | | | | | | | |
| **Reflections**  Name, Chair |  | | | | | | | |
| **Other Reports** | | | | | | | | |
| **20\_\_ Sue Mills Lighthouse Award**  Name, President |  | | | | | | | |
| **20\_\_ Distinguished Service Award**  Name, 1st VP |  | | | | | | | |
| **20\_\_ Executive Board Award**  Name, 1st VP |  | | | | | | | |
| **20\_\_ Herter-O’Neal Scholarship**  Name, 2nd VP |  | | | | | | | |
| **Honorary Membership**  Name, Membership Chair |  | | | | | | | |
| **Federation Report**  Name, Federation Representative |  | | | | | | | |
| **TERSSA Report**  Name, TERSSA Representative |  | | | | | | | |
| **Staff Senate Report**  Name, Senator |  | | | | | | | |
|  |  | | | | | | | |
| **Other Reports** | (always have Other just in case…) | | | | | | | |
| **Old Business** | | | | | | | | |
| ??? | (if any) | | | | | | | |
| **Other Old Business** | (always have Other just in case…) | | | | | | | |
| **New Business** | | | | | | | | |
| **20\_\_-\_\_ Proposed Budget**  Name, Treasurer |  | | | Budget Recommendation from Committee  Seconded:  Decision: | | | | |
| **Sue Mills Lighthouse Guidelines**  Name, President | (if changes proposed) | | | Recommendation from Committee  Seconded:  Decision: | | | | |
| **Herter-O’Neal Scholarship Guidelines**  Name, Committee Chair | (if changes proposed) | | | Recommendation from Committee  Seconded:  Decision: | | | | |
| **Rules & Bylaws**  Name, Committee Chair | (if changes proposed) | | | Recommendation from Committee  Seconded:  Decision: | | | | |
| **State Meeting Guidelines**  Name, Committee Chair | (if changes proposed) | | | Recommendation from Committee  Seconded:  Decision: | | | | |
| **Other New Business** |  | | | Motion to accept:  Seconded:  Decision: | | | | |
| **Installation of the 20\_\_-\_\_ NCCEAPA Officers**  Name, Advisor |  | | | President:  1st Vice President  2nd Vice President  Secretary:  Treasurer:  Advisor:  Federation Officer: | | | | |
| **Passing of the Presidential Gavel**  Name, President |  | | | | | | | |
| **20\_\_ State Meeting Invitation**  \_\_\_\_ District |  | | | | | | | |
| **\_\_\_\_\_ District Parting Comments**  Name, President |  | | | | | | | |
| **Upcoming Deadlines** | | | | | | | | |
| Date | NCJCEP Forum, Location | | | | | | | |
| **Other Announcements** |  | | | | | | | |
| **Adjourn** | **SAFE TRAVELS!** | | | Motion to adjourn:  Seconded:  Decision: | | | | |

Meeting Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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