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**HOW TO RUN A MEETING**

1. Decide on Rules of Order
  - Establish Basic Ground Rules
  - Establish Meeting Time
  - Review/Revise By-Laws
2. Set the Agenda
3. Notice of Meeting
4. Choose a Chairperson and Recording Secretary
5. Call Meeting to Order
6. Read Minutes of Last Meeting
7. Committee Reports
8. Introduce New Business and Review Old Business
9. Motions, Seconds, and Debates
10. Voting
11. Adjourn the Meeting