



Florida Division
Sons of Confederate Veterans, Inc.
Standard Operating Procedure



FLDIV-SOP #2004-02

Dated June 8, 2004

SOP Title: Agenda Items for Division Executive Council Meetings

Purpose: To facilitate the compilation of a working agenda to maximize discussions of business items during Division Executive Council Meetings.

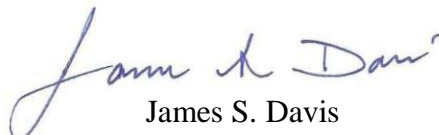
Action: Each member of the Division Executive Council (DEC) may submit, in written form, items they wish to be included for discussion and action. Submissions shall be made to the Division Chief-of-Staff via fax or via e-mail NLT 2 weeks prior to the meeting date. Submissions should include all documentation pertaining to the item for discussion.

The resulting agenda will form the basis for discussions and provide historical record of business discussed and actions taken. These agendas will be retained along with minutes of the meetings.

Agenda format shall follow the format attached below.

The Division Chief-of-Staff will forward the completed agenda for the upcoming DEC meeting to each member so they may review and discuss with their Camps the issues before the meeting.

Effective Period: This Standard Operating Procedure will remain in effect until superseded.


James S. Davis
Commander, Florida Division

Division Executive Council Meeting Agenda

Month dd, yyyy

Call Meeting to order:

Invocation:

Roll Call:

Division Commander's Opening Comments:

Treasurer's Report:

Adjutant's Strength Report

Agenda Items:

Item

Discussion

Motion & Vote

Comments / Alibis:

Lt. Commander

Brigade Commanders

Staff Members

Division Commander's Opening Comments:

Benediction: