

## **Template – Paper of Business**

**Note:** Units wishing to hold a virtual business meeting may use the format usually adopted for a Summons subject to the following wording being inserted, where appropriate.

### **PAPER OF BUSINESS**

Your attendance is requested at a Virtual Business Meeting of [insert Unit name and number] to be held on [insert date] at [insert time] in lieu of the regular meeting scheduled to have been held on [insert date] during the General Suspension of Masonic activity arising from the Covid-19 Pandemic.

**Note:** The Order of Business is restricted to those items shown below. Topics appearing after Item 3 (Minutes) which are not required, may be deleted and the remainder renumbered, as appropriate.

### **ORDER OF BUSINESS**

1. The Presiding Officer [insert name and Office within the Unit] will declare the meeting open.
2. To read the Dispensations.
3. To approve the minutes of the last meeting
4. To note apologies
5. Election of Worshipful Master (or equivalent);
6. Election of Treasurer
7. Election of Tyler
8. Approval of Accounts
9. Change of subscription amount
10. Dispersal of funds for charitable purposes
11. Exclusions and resignations
12. Elections to Honorary Membership (subject to a prior Notice of Motion)
13. Proposition of candidates for joining/re-joining members
14. Amendments to By-Laws
15. Reports of:
  - I. Unit Committee
  - II. Treasurer
  - III. Almoner
  - IV. Hall Management rep. etc.
16. The Presiding Officer will declare the meeting closed