

**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

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| **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 Minutesdate 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 CommitteeSeconded:Decision: |
| **Sue Mills Lighthouse Guidelines** Name, President | (if changes proposed) | Recommendation from CommitteeSeconded:Decision: |
| **Herter-O’Neal Scholarship Guidelines**Name, Committee Chair | (if changes proposed) | Recommendation from CommitteeSeconded:Decision: |
| **Rules & Bylaws**Name, Committee Chair | (if changes proposed) | Recommendation from CommitteeSeconded:Decision: |
| **State Meeting Guidelines**Name, Committee Chair | (if changes proposed) | Recommendation from CommitteeSeconded:Decision: |
| **Other New Business** |  | Motion to accept:Seconded:Decision: |
| **Installation of the 20\_\_-\_\_ NCCEAPA Officers**Name, Advisor |  | President:1st Vice President2nd Vice PresidentSecretary: 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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