# Band Booster Meeting Procedures

McLoud Band Boosters

## 1. Call to Order

The President will call the meeting to order and state the time. If the President is absent, the Vice President will do this instead, and so on.

## 2. Approve Previous Meeting Minutes

The Booster Club agrees that the written record of the previous meeting is accurate and complete. This will be motioned for approval and second.

- Members check that the notes correctly list who attended, what votes occurred, and what financial or action items were assigned.
- Once approved, the notes become the official, binding legal history of the booster organization.

## 3. Board Member Updates

The only report that has to be approved is the Financial report. The Financial report will be motioned for approval and second.

- The President, Vice President, Fundraiser, Social Media, and Secretary reports share updates, upcoming events, and general activities. These reports contain no official proposals that require a vote.
- Reports from officers fall under informational agenda items. A formal motion, second, and vote are only required when the group takes official action or adopts a new policy.
- If a report recommends a specific action, the item is deferred to New Business or Unfinished Business later in the meeting, where a member can then make a formal motion.

## 4. Old Business Update

The Booster Board will discuss any Old Business that needs discussion, and once all old business is discussed, a motion for approval and second can occur.

## 5. New Business

A formal agenda item used to introduce and vote on official motions.

- Introduces fresh, actionable topics, proposals, or resolutions that require official action or a vote.
- Requires a formal motion and a second.

## 6. Open Discussion

An informal time for general sharing, brainstorming, or asking questions without requiring a formal decision.

- To talk freely about general ideas, shared updates, or hear community and member concerns.
- A motion can be made during open discussion if one arises, but it must be formally transitioned to or handled as New Business. A motion cannot be acted upon while another general or informal discussion is still floating without a clear transition.

## 7. Proposed Budget

A draft financial plan that outlines expected income and planned spending for the upcoming school year or sports season. It has no legal or spending power until the booster board votes to approve it as the official operating budget.

- If the Proposed Budget has been approved as the official budget for the school year/sports season, the booster will operate under this annual budget and its pre-approved costs.
- If a specific amount of money is approved for an event, the person responsible for purchasing can buy items within that financial limit without a new vote for every single item.
- Food purchases, items, decor, etc. can be discussed openly without a vote as long as spending stays within the given amount. This would be done during a Committee meeting, Fundraiser meeting, or open discussion.
- All new budgets/costs should be motioned, seconded, and placed in New Business. Costs do need financial approval to make sure we are within budget; if the financial board member is not present, the President will discuss.