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**STANDING RULE NO. 1**  
**of the**  
**DEMOCRATS OF GREATER RIVERSIDE**  
**SPECIAL ORDER OF BUSINESS**

**Section 1. Purpose.**

The purpose of this rule is to lay out the order of business, also known as an agenda, for Executive Board and General Membership meetings.

**Section 2. Rule.**

The order of business for meetings shall be as follows:

- a. Welcome
- b. Pledge of Allegiance
- c. Approval of agenda
- d. Reading and approval of minutes
- e. President's report, including announcements and calendar
- f. Secretary's report
- g. Treasurer's report
- h. Committee reports, as needed, in the order committees are listed in the bylaws
- i. Unfinished business
- j. New business
- k. Special guest speakers or presentation (when applicable)
- l. Adjournment

**Section 3. Amendment of Special Order of Business.**

The order of business of a particular meeting may be amended prior to the approval of the agenda for that meeting if additions or corrections are submitted to the chair prior to start of the meeting.

**Section 4. Announcements.**

Announcements submitted prior to the opening of the meeting shall be made by the President during his or her report.

**Section 5. Discretion of the Chair.**

The chair of the meeting may, at his or her sole discretion, change the order of items on the agenda as circumstances may require.