


METHOD OF CONDUCTING A CIRCLE MEETING

BUSINESS MEETING AGENDA

 One rap of gavel
(Chief Squire)



1. CALL TO ORDER

Squires, the circle will now be formed. All persons not qualified shall retire from the chamber. The sentry shall close the doors, and only those duly qualified shall be admitted.

Marshal, you will confer with the bursar and advise if all present are qualified to remain.

"Chief squire, all persons present are Columbian Squires duly qualified to form the circle."

(Marshal)

  Two raps of gavel
(Chief Squire)
(Squires)
(Chief Squire)

2. OPENING CEREMONY: MOTTO, PLEDGE, PRAYER

Columbian Squires, tell me the motto of our Order.





"Esto Dignus" - "Be Worthy."

What was the pledge you made when we admitted you into this honored Order of the Columbian Squires?

"We promised to pattern our lives on that of the Youth Christ."

Let us prayer to our Heavenly Father and His Blessed Mother for the grace faithfully to keep our pledge.

(Squires)
(Chief Squire)

    Four raps of gavel
(Father Prior)



"O Heavenly Father, help us to imitate our model, the Youth Christ, and like Him to advance in wisdom and age and grace before God and man."

"O Mary, Queen of Virgins, preserve us from all stain of sin."

"Amen."

Recite "Our Father" and "Hail Mary."

(Father Prior)
(Squires)
(All)




  Two raps of gavel
(Chief Squire)

3. SALUTE AND PLEDGE TO THE FLAG

All join in the Pledge of Allegiance. (U.S. only -- other countries, national anthem or other suitable activity.)


Recite Pledge.

(All)


   Three raps of gavel
(Chief Squire)

4. ROLL CALL OF OFFICERS AND MEMBERS

The notary squire will call the roll of officers.

 One rap of gavel
(Chief Squire)

Officers stand until your name is called.

 One rap of gavel
(Chief Squire)


5. READING OF MINUTES, PREVIOUS MEETING

Notary, read us the minutes of our previous meeting.



Are there any additions or corrections?

If not -- the minutes will stand approved as read.





or Minutes will stand approved as corrected.

 One rap of gavel

6. READING OF APPROVED APPLICATIONS AND BALLOTING THEREON
7. INVESTITURE
8. CHIEF SQUIRE'S REPORT
9. FATHER PRIOR'S REPORT
10. BURSAR'S REPORT: PRESENTATION OF BANK DEPOSIT SLIPS
11. NOTARY'S REPORT -- READING OF BILLS AND COMMUNICATIONS
12. CHIEF COUNSELOR'S REPORT
13. CHIEF SQUIRE'S SEMIANNUAL AUDIT REPORT
14. COMMITTEE REPORTS AND SICK REPORT
15. UNFINISHED BUSINESS
16. NEW BUSINESS
17. STATE SQUIRES COMMITTEEMAN'S REPORT
18. ENTERTAINMENT
19. FATHER PRIOR'S SUMMATION



  Two raps of gavel
(Chief Squire)

20. CLOSING CEREMONY: PRAYER AND MOTTO
Columbian Squires, the hour is at hand which parts us. Before we go, let us unite in prayer to our Blessed Mother, and beg the blessing of the Youth Christ.


    Four raps of gavel
(Father Prior)
(Squires)
(Father Prior)

(Squires)

*"O Mary, conceived without sin."
"Pray for us who have recourse to thee."
"O Divine Youth, Thou hast said I am the Way and the Truth and the Life, show us the way, make know to us the truth, and lead us that we may be worthy of everlasting life with Thee in Heaven."
"Amen."*

  Two raps of gavel
(Chief Squire)
(Squires)
(Chief Squire)

Squires, repeat our motto.
"Esto Dignus. Be Worthy."
Keep the pledge unit we meet again. I now declare this meeting adjourned.

 One rap of gavel

(GAVEL SIGNALS: one rap — come to attention or adjournment; two raps — rise; three raps — be seated; four raps — kneel in prayer)