**Opening a Meeting**

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the members a well-planned and organized meeting. This will make meetings more orderly and effective.

**President—The Opening Ceremony**

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

**Vice President**

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

**President**

May we accomplish these objectives. Mr. /Madam Vice President, will you please present the other officers?

**Vice President**

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr. /Madam President, the officers are at their stations.

**President**

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag? (Raps the gavel three times to call the members and guests to stand. The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

**Everyone**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**President—**Fellow members and guests, join me in stating why we are here.

**Everyone**

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce.  We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

**President—**Please be seated.

**Closing a Meeting**

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

**Equipment and Supplies—**Gavel

**The Ceremony**

**President**

Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

**Secretary**

*(Rises, replies, and sits down.)* I have none, Mr. /Madam President.

**President**

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*