EVALUATION OF MEETINGS

| YES | NO | |
|-----|----|---|
| | | Meetings are held regularly on scheduled dates. |
| | | Provisions are made for physical comfort. |
| | | Meetings are well planned. (Officers and committee chairpersons are prepared with reports or activities.) |
| | | Parliamentary procedure is used throughout the meeting. |
| | | Meetings start and end properly and on time. |
| | | Meetings follow the agenda, yet they are imaginative, varied, and move with enthusiasm. |