

## SAMPLE AGENDA

Prior to each meeting, prepare an agenda and follow-it. Use this guide to help you.

- **Call to order**—7:00 p.m. The president stands, raps the gavel once, and calls the meeting to order: *"The meeting will please come to order."*
- **Opening ceremonies** (optional) The Pledge of Allegiance, flag ceremony, poem, song, or inspirational message may be included.
- **Reading and approval of minutes** The secretary stands, addresses the president, and reads the minutes, unless they have been posted, distributed, or audited by an appointed committee. *"The secretary will read the minutes of the previous meeting." "Are there any corrections?" "The minutes stand approved,"* or *"The minutes stand approved as corrected."*
- **Report of the treasurer** No motion is needed for adoption unless it is the report of the completed audit. *"We will have the treasurer's report." "Are there any questions?" "The report will be filed for audit."*
- **Letters or communications** Communications are read by the secretary and are acted on as they are read if action is required. *"Are there any communications?"*
- **Report of board of directors** A summary report (not the minutes) is read for the information of the members. Recommendations should be voted upon one at a time, the secretary moving the adoption of each one. *"We will hear the report of the board of directors by the secretary." "You have heard the recommendation. Is there discussion?"* Follow the steps of a motion.
- **Reports of standing committees** Before the meeting, the president consults with chairs and officers to find out which committees have reports to give. At the meeting, the president calls for the committee's report (not chairman's report). If the committee has made a recommendation, the person making the report moves its adoption. (No second is required since the motion is made on behalf of the committee.) The chair calls for discussion and/or follows steps of a motion. *"We will hear the report of the \_\_\_\_ committee given by \_\_\_\_ chair (or other title)." "Are there any questions regarding the report? If not, the report will be filed."*
- **Reports of special committees** These can be progress or final reports. Upon completion of its specified duties, the committee ceases to exist. Reports are handled in the same manner as those of standing committees.
- **Additional reports** These can be reports from staff, students, principal, senior citizen, or another volunteer.
- **Unfinished business** Minutes of the previous meeting will indicate any unfinished business. Note that unfinished business is not called "old" business.
- **New business** The chair or members may bring new business before the association. A motion is necessary before discussion and vote.
- **Program (a program is not required at every meeting)** The president introduces the program chair, who presents the program. The meeting is not "turned over" to the program chair, nor does the program chair "turn the meeting back" to the

president. *"The program will be presented by \_\_\_\_\_, program chair."*  
*"Mister/Madam President, this concludes the program."*

- **Announcements** The date of the next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced. *"Are there any announcements?"*
- **Adjournment**—8:30 p.m. No motion is necessary to adjourn. Rap the gavel once. *"Is there any further business to come before the meeting?"* *"The meeting is adjourned."*