



SAMPLE MEETING AGENDA

(ORGANIZATION NAME)

(DATE, TIME & LOCATION OF MEETING)

- I. **Icebreaker**
- II. **Call to Order:** The president begins the meeting.
- III. **Roll Call:** This can be done formally or informally. Roll call is especially important if a quorum is needed to take care of business.
- IV. **Minutes:** The secretary reads a record of the last meeting's minutes and general updates. Corrections should be solicited and the minutes approved. The reading of the minutes can be waived to save time if no one objects.
- V. **Officer Reports:** Officers may not always need time to speak, but this provides the opportunity. This is a time for reports only. Voting is handled under new or unfinished business.
- VI. **Committee Reports:** If your organization has committees allow each committee to provide an update during scheduled meetings.
- VII. **Special Orders:** Important business previously designated for consideration at this meeting, such as planning of major projects.
- VIII. **Unfinished (Old) Business:** Completion of old agenda items. Voting or discussions from previous meetings occur during this time.
- IX. **New Business:** Introduction of new motions or topics. Voting or discussions that are new occur during this time.
- X. **Announcements:** Inform the group of other subjects and events.
- XI. **Adjournment**

