

Sample Meeting Agenda

The following is a standard agenda for a club meeting. Feel free to use this format, or create own which is unique to your needs.

I. Call To Order: The Chairperson says, "The meeting will please come to order."

II. Roll Call: Member say "present" as their name is called by the Secretary.

III Reading of the Minutes: The Secretary reads a record of the last meeting.

IV. Officers' Reports: Officers give reports to the group when called on.

V. Committee Reports: First come reports from "standing" or permanent committees, then "ad hoc" or special.

VI. Special Reports: Important business previously designated for consideration at this meeting.

VII. Unfinished Business: Introduction of new topics.

IX. Announcements: Informing the assembly of other subjects and events.

X. Adjournment: The meeting ends by a vote, or by general consent.