



NEHS Chapter Management Tool: Sample Meeting Agenda

As you plan meetings for your chapter throughout the year, consider using the model below for your meeting agenda. Whether this is the agenda you use or not, always have a written agenda developed and distributed (if possible, prior to the meeting) so that your chapter members know a) what their responsibilities are if they appear on the agenda, and b) what topics will be discussed at the meeting so that they can prepare their thoughts on the issues ahead of time. Chapter officers, particularly the chapter president, are encouraged to work with the chapter adviser to prepare each meeting's agenda. Care should be given to consult the agendas and minutes from previous meetings to determine those issues that merit continued consideration.

Prior to the meeting:

- A copy of the agenda is distributed to all members, or made available for viewing (for example your NEHS bulletin board).
- A presiding officer is identified for the meeting and time taken with this individual to review the agenda items.
- Individuals with specific responsibilities at the upcoming meeting (e.g., secretary, treasurer, committee chairs, project chairs, etc.) are notified indicating the nature of their duties for the meeting and when they appear on the agenda.
- Members are notified and reminded of the meeting time and place.

Sample Agenda Outline

- I. Call to Order
- II. Roll Call/Attendance procedures***
- III. Minutes of the Previous Meeting (review and approval)
- IV. Treasurer's Report* (review and approval)
- V. Committee Reports*
 - A. Standing Committee reports
 - B. Special Committee reports
- VI. Old/Unfinished Business** : Carried over from the last or previous meetings
- VII. New Business**
- VIII. Other Reports, Announcements and Reminders of Events or Responsibilities, including but not limited to the announcement of the date and time of the next regularly scheduled meeting of this group.
- IX. Guest presentation or Program Topic for this meeting (location of this segment of the meeting agenda may depend on the nature of the content and the scheduling needs of the guest presenter, e.g. the principal who may need to speak at the beginning of the meeting instead of the end).
- X. Adjournment

* It is recommended that all reports be submitted in writing to the secretary by the end of the meeting, and that a time limit and/or format be given to each report-giver to assure consistent and informative reporting.

** In sections VI. and VII. above, Old and New Business, when motions are presented for consideration by the membership, it is strongly recommended that the chapter use the fundamental principles of meeting management from *Robert's Rules of Order* or other established systems of meeting management to consider each topic.

*** Member responsibility for attending meetings should be clearly described in the chapter bylaws. The procedure for student members to follow when an absence is necessary should also be outlined in the bylaws. As noted elsewhere, advisers should treat attendance at meetings with the same degree of concern afforded attendance at school.

Many chapters will incorporate the Pledge of Allegiance or the NEHS pledge (used in the chapter's Induction Ceremony) as part of the ceremonial beginnings of the meeting. Short icebreakers can be used to help focus chapter members on the unique purposes of the gathering. Motivational quotations or other readings can also be inserted in the agenda to maintain student interest. And don't forget two important keys to successful gatherings wherever young people are concerned: food and music. If school policies allow, the use of either or both of these items will be valuable additions to any meeting agenda. Chapters are encouraged to share their ideas for making meetings meaningful and successful by emailing the national office, nehs@nehs.org with "Meeting Ideas" in the subject line.

Sample NEHS Chapter Meeting Script

A Guide for New Officers

This sample meeting script will give inexperienced officers an idea of the flow of a meeting and help build their confidence before that all-important first meeting. Consider reading through this script at the meeting where your meeting agenda is planned. (See “Sample Meeting Agenda”, above, for the outline used in creating this script.)

Prior to the meeting:

- Meet with the Executive Committee to plan and review the meeting Agenda.
- Distribute a copy of the Agenda to all members, or make it available for viewing.
- Identify a presiding officer for the meeting and take time with this individual to review the Agenda items.
- Notify individuals with specific responsibilities at the upcoming meeting (e.g., secretary, treasurer, committee chairs, project chairs, etc.) indicating the nature of their duties for the meeting and when they appear on the Agenda.
- Notify members and remind them of the meeting time and place. Note: Sometimes more than one notification is required.
- Secure the room/location for the meeting and see that all supplies for attendees are secured including the gavel for the presiding officer and an American flag if the “Pledge of Allegiance” is to be included in the meeting.

Getting the Meeting underway:

I. **Call to Order:**

President (or other presiding officer): “The September 21st meeting of the Reston Elementary School Chapter of the National Elementary Honor Society is now called to order.” (*Rap gavel twice.*)

Pledge of Allegiance: “Please stand and recite with me the Pledge of Allegiance.”
(*Face the flag, “I pledge allegiance to the flag....”*)

President: “Thank you. You may be seated.”

II. **Roll Call:**

President: “I now call upon the Chapter Secretary, (*identify the secretary by name*), to take the roll.”

Secretary: Following the completion of the roll call (whether orally or by an alternative method), the Secretary announces whether quorum* has been reached for the meeting. [If “quorum” has not yet been taught to the members, avoid this announcement until after this leadership lesson has been provided.]

Secretary: “Mr./Ms. President, there are ___ members present [and a quorum has/has not been established] .”

President: “Thank you.”

III. Minutes:

President: "Will the secretary now please read the minutes of the last meeting?"

Secretary: Reads the minutes. *Note:* Minutes should be written, reviewed and approved by the president and adviser prior to presentation at this meeting to minimize the need for corrections, additions, deletions, etc.

President: "Are there any additions or corrections to the minutes?" (Members provide corrections if there are any.) "If there are no (further) corrections or additions to the minutes, I will ask for a motion to approve the minutes as read (corrected)."

Chapter member: "I move to approve the minutes as read (corrected)."

Another member: "I second the motion." (There is no discussion on this motion.)

President: "All those in favor, say 'aye'." [*Group votes*]

"All those opposed, say 'nay'." [*Group votes.*]

President: Announce if the motion passed or not. "The motion passes/does not pass."

IV. Treasurer's Report:

President: "Will the Treasurer, *identify by name*, now please give the treasurer's report?"

Treasurer presents report. At the conclusion: "Mr./Ms. President, I present this report for your approval."

President: "Thank you. Are there any questions?" Field questions that arise; allow treasurer to provide explanations as needed. At the conclusion of the discussion:

President: "Without any (further) questions or objections, the report is approved as presented." (*Rap gavel once.*)

V. Committee Reports:

President: "We will now ask for Committee Reports." Using a master list of current committees, the President can ask each Chairperson if he/she has a report to make. Allow the reports to be given. Thank each report giver upon the completion of his/her report and ask the group if there are any questions for that committee.

Note: Committee chairs should be given a time limit for their reports (e.g., two minutes) prior to the meeting. Written summaries or handouts can facilitate the expeditious handling of committee reports.

VI. Old/Unfinished Business.

President: "We will now move on to unfinished [old] business. The first item of unfinished business is....."

Review each item of Unfinished Business in the order provided on the meeting Agenda.

President: "Are there any other items of Old Business for today? If not, we will now move on to New Business."

VII. New Business.

President: "We will begin the New Business with the consideration of...." Review New Business items from the Agenda.

President: "Are there any additional items of New Business? (*pause*) If not, we will now have additional Reports and Announcements."

VIII. Reports and Announcements:

[Sections VIII and IX can be switched per local preferences.]

President: "Are there any Reports or Announcements for the group?"

Many chapters will begin reports/announcements with input from the Chapter Adviser. The President recognizes each report/announcement giver by name (and title where relevant); ask presenters to stand. Upon completion, thank each presenter and ask if there are any additional reports or announcements.

IX. Program.

President: "We will now move to the Program for today's meeting." Introduces the program speaker or other activity or event for the meeting.

Presentation (with a pre-set time limit).

At the conclusion of the presentation, thank the presenter by name and offer a reference to the value of the content to the group.

X. Adjournment.

President: "Thanks to everyone for attending today's meeting. A final reminder that our next regularly scheduled meeting is set for Tuesday, October 16. If there is no further business (*pause*), I will ask for a motion to adjourn the meeting."

Member: "I move to adjourn the meeting."

Another member: "I second the motion." This is non-debatable; proceed to the vote.

President: (If approved) "The September meeting of the Reston Elementary School NEHS chapter is now adjourned." (*Rap gavel once.*)

Note: If the chapter wishes to adjourn the meeting before all the business has been completed, the meeting must be adjourned by a motion.

***Quorum:** Standard quorum rules call for at least 50% of chapter members to be present to conduct official business. A different quorum level can be developed and included in the Chapter Bylaws. Failure to have a quorum simply means that no official business can be conducted, although reports and program components can be presented.

Resource note: A Meeting Agenda Exercise has been developed to help teach the meaning and order of the various components used in a standard meeting. See the Chapter Management Tools at www.nehs.org/az to download a copy.