

SAMPLE AGENDA FOR A CHAPTER OR COMMITTEE MEETING

I. *Call to Order*

The chairperson announces the beginning of the meeting.

II. *Roll Call*

Checking attendance may be done by (1) reading a list of members aloud; (2) having assigned seats; (3) passing around an attendance sheet; or (4) have someone sign-in or sign-out people at the door.

III. *Approval of the Minutes of the Last Meeting*

The secretary reads a summary of the last meeting. The chairperson should then ask, "Are there any corrections or additions to the minutes?" If there are none, "They stand approved," or "Stand approved as corrected," if changes are made.

IV. *Officers' Reports*

Each officer reports to the group the progress of any activities in which he/she is involved. During officer reports, the officers may solicit help from members or give instructions to individuals. The treasurer should make a brief report on the financial status of the organization. If an officer makes a recommendation, its form and content should resemble a committee recommendation. After the report is given, the chairperson should restate the recommendation and ask for a "second" to the proposal. If seconded, it becomes an original main motion.

V. *Standing Committee Reports*

Standing committees include those committees that serve all year and are usually mentioned in the constitution.

VI. *Special Committee Reports*

Special committees are appointed for a limited time and a specific purpose, and their existence terminates with their final report to the assembly.

VII. *Special Orders*

Special orders become a specific category in a business meeting only when business is left over from the last session. They are then taken up in the order that they were to have been considered in the last session.

VIII. *General Orders/Old Business*

General Orders or "Old Business" includes a question that was pending at the last session when it adjourned; any unfinished business that did not come up at the last session; any general orders from the last session that were not completed; or matters made general orders by a majority vote.

IX. *New Business*

Motions that introduce new items of business or motions to take from the table are in order at this time.

X. *Announcements*

Announcements must be made before the meeting is adjourned; motions are out of order at this time. The chairperson may make important announcements at any time during the meeting.

XI. *Adjournment*

Adjournment ends not only the meeting but also the session. The next time the assembly convenes, it must start from the beginning of the agenda.