

# SAMPLE AGENDA

Instructions: Parliamentary procedures (Robert's Rules of Order) is a set of rules used by groups to conduct business in an effective and orderly manner. Below is a typical example:

(NAME OF CLUB)  
AGENDA

1. Call to Order (time started)
2. Roll Call (or distribute attendance sheet)
3. Adopt Today's Agenda
4. Approve Minutes of Previous Meeting (date)
5. Unfinished Business:
6. New Business:
7. Reports:
  - Officers-
    - President
    - Treasurer
    - Inter-Club Council Representative
  - Committees
8. Concerns/Announcements
9. Date/place of next meeting
10. Adjournment (time ended)

# Basic Roberts Rules Of Order

## *For use for reference during meetings*

### AGENDAS

#### TYPICAL LANGUAGE USED BY PERSON RUNNING MEETING

Call To Order	"I call this meeting to order"
Roll Call	"Will the secretary please do roll call?" "We have a quorum. Will the secretary please read the minutes of the last meeting"
Reading & Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved".
Reports of Officers	"We'll now move to the officer's reports. Will the treasurer, Jane Doe please read/submit their report."  "Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?"
Unfinished Business	"We'll now move on to unfinished business. At the last meeting..."
New Business	"The meeting is now open for new business" "It has been moved and seconded that.....is there any further discussion?" "We will now vote on that motion that...All in favor say "Aye". All opposed say "Nay". The motion has passed.
Announcements	"Are there any announcements?" The next meeting will be held on....."
Adjournment	"May I please have a motion to adjourn the meeting?"

#### HANDLING MOTIONS

Member says, "I move that....". Another member seconds the motion, or chair asks, "is there a second?"

Chair states motion and asks for discussion.

Members enter into a debate. Make of motion has first right of floor. Debate only on merits of motion.

Debate is closed when no members seek further discussion.

Chair puts motion to vote.

Chair announces results of vote.