

Meeting Agenda

The agenda is a list of things to accomplish during a meeting. Items are listed in the order they will be considered. There is a specific order of items that is usually used, but variations can be made. Plan the agenda well in advance of the meeting to be able to distribute and post it before the meeting. This will allow members to plan their attendance and also allow those who are asked to report during the meeting to be prepared. The order and items in a standard agenda include:

- Call to Order.** Official opening of the meeting by the presiding officer.
- Roll Call.** Read by the secretary, who reports whether a "quorum" exists (more than half of the members must be present to conduct any official business, like motions).
- Review of Agenda.** Asking the attendees/members to review the agenda and see if there are items to be added or deleted. Both addition and deletion require a motion and vote to do so.
- Reading Minutes.** Minutes are the record of what took place at the last meeting. The minutes are read by the secretary. If minutes have been distributed to everyone, it may not be necessary to read them aloud. Instead, the presiding officer may refer to the minutes and ask the audience/members if there are any corrections that need to be made. Any changes that are mentioned are reviewed by the presiding officer and forwarded to the secretary if there needs to be a change. If there are no changes, the presiding officer says, "Minutes stand as presented." If there are needed changes, the presiding officer says, "Minutes will be amended to say..." A motion should be made and seconded to approve the minutes, either as presented or as amended.
- Officers' reports.** Each officer should report on his or her work since the previous meeting. Officer reports should be brief, possibly with a time limit. To save time and ensure accuracy, they should be given in writing with a verbal summary or explanation. 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 in the form of a main motion and ask for a second.
- Standing Committee Reports.** Each standing committee should give a report on its work since the previous meeting. Standing committees include committees that serve all year and are usually mentioned in the constitution/bylaws. The rules that apply are the same as those of the officer reports.
- Special Committee Reports.** Special committees are appointed for a limited time and specific purpose, and their existence terminates with their final report to the assembly. These reports should also be in writing with a verbal summary.
- A detailed committee report that offers a recommendation for the assembly should include:
- A description of the way in which the committee undertook its task
 - The information gathered and/or the facts discovered
 - The findings or conclusions derived from the facts or information
 - Resolutions or recommendations.
- Unfinished Business.** This should include any items that were not completed at the last meeting or any ongoing business. Items may be listed in any order along with the person who will be giving the report.
- New Business.** This can be new items from the officer team, adviser, committee, or other members that need to be addressed or reported on to the entire council. New business can be submitted prior to the meeting when the agenda is being developed or it can be given at the beginning of the meeting and handwritten into the agenda. If more information is needed, the item can be left unfinished and be taken up under old business at the next meeting.
- Announcements.** Reminders of upcoming events, programs, or messages from the principal or adviser.
- Adjournment.** Formal closure of the meeting by the presiding officer. 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. There is no debate on a motion to adjourn.

Source: Nat'l Assoc. of Student
Councils -Officer Guides
NASSP, 2006

Sample Meeting Agenda

South Lake Area High School
Student Council Meeting
December 4, 2003
Library
3:00–4:00 p.m.

- Call to Order** Jeff Marshall, President
- Roll Call** Marsha Phillips, Secretary reviews attendance for quorum
- Review Agenda** Jeff Marshall reads agenda
- Officer reports** Jeff Marshall, President
Mary Todd, Vice President
Leslie Phillips, Treasurer
Marsha Brown, Secretary
- Committee Reports** Holiday Dance Committee, Sid Mathers, Chair
Adopt-a-Family Committee, Ashley Smith, Chair
Tutoring Committee, Brad Andrews, Chair
Appreciation Committee, Maggie Berwin, Chair
Inclusion Committee, Sarah Ives, Chair
Principal Advisory Committee, Max Sims, Chair
- Unfinished Business** Submission of evaluations of Thanksgiving can drive,
Can-Food Committee, Justin Taylor, chair

Final discussion of starting review of council by-laws,
Tristin Worthers, Parliamentarian
- New Business** Discussion and recommendations on change in January calendar of events,
Mary Todd, Vice President
- Announcements** Review of upcoming events on calendar and committee projects,
Marsha Phillips, Secretary
- Adjournment**

Source: Nat'l Assoc. of Student
Councils -Officer Guides
NASSP, 2006

An agenda is a list of the important points to be presented during your meeting. The agenda should be drawn up well before the meeting by the president, the adviser, and the committee chairpeople. This saves time and ensures that everything will be considered.

Our agenda includes:

1. **CALL TO ORDER:** Official opening of the meeting by the presiding officer: (usually the president or vice president)
2. **ROLL CALL:** To be sure that enough people are present for the meeting. A quorum, (more than half the membership) must be present. Check-in sheets may be used.
3. **READING OF MINUTES:** The secretary's brief summary of what was done at the last meeting. (Council may vote to skip this.)
4. **OFFICERS' REPORTS:** All officers are invited to speak, including the treasurer (any transactions since the last meeting and the current balance of money.)
5. **COMMITTEE REPORTS:** From groups that have met since the last meeting. A brief summary, signed by the committee chairperson, is filed with the secretary.
6. **UNFINISHED BUSINESS:** Including long-range plans, votes on bills or motions already introduced but not yet decided, and any other items on the agenda.
7. **NEW BUSINESS:** Any item of business may be introduced by any member who asks to be recognized by the presiding officer (usually by raising a hand). The subject may involve forming a new committee, introducing a piece of legislation, requesting a study of change in rules. Nonmembers may ask to address the group, too.

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a standard sheet of stationery. There is no handwriting or other markings on the page.

**Source: Meetings That Matter !
For Student Leaders and
Advisors , NASSP, 1993**

Meeting Agenda and Record

FOR _____
 DAY DATE

PREPARATION IS IMPORTANT. Success of the meeting depends upon committees doing their jobs, the program being interesting, the meeting place being ready and functional. Check these items well in advance:

Are we sure of a good program? _____ So we won't forget . . . Place any business deferred from this meeting on the agenda sheet for the next meeting and on the business and program schedule.

Will our meeting place be ready and suitable for the program? _____

Are committees ready to report? _____

Have I checked the minutes of past meetings for deferred business? _____

Do any of the programs of the next few weeks require the appointment of committees now? _____

AGENDA

In the left-hand column, note the items to be handled.

Who will preside? _____

Flag ceremony by: _____

Minutes of the last meeting: (only if essential) _____

Treasurer's Report: _____

RECORD

After the item has been handled, note the action taken in the right-hand column. Doing this will assure you that the item has not been sidetracked.

Theme: _____

Business carried over from previous meetings (but not covered in pending committee reports):

ITEMS

1. _____
2. _____
3. _____

ACTION TAKEN

1. _____
2. _____
3. _____

Committee reports and actions on business deferred or assigned from the previous meetings:

Committee or Individual:

1. _____
2. _____
3. _____

Report and action taken on it:

1. _____
2. _____
3. _____

AGENDA

8. ANNOUNCEMENTS: Reminders about coming events, messages from the principal, faculty, or community groups, and letters.

9. ADJOURNMENT: The formal ending of the meeting by a vote.

VOTES on important matters that affect the student body should be taken only after members have had a chance to talk over proposed changes with their constituents (class), so that members can express the will of the group they represent.

Source: Meetings That Matter !
For Student Leaders and
Advisors , NASSP, 1993

7.1 AGENDAS

MANAGEMENT TOOL: SAMPLE MEETING AGENDA

As you plan meetings for your group, consider using the model below as a template for your meeting agenda. Always have a written agenda and distribute it prior to the meeting so that your members know 1) what their responsibilities are if they appear on the agenda, and 2) what topics will be discussed at the meeting so that they can prepare their thoughts on the issues ahead of time. Officers, particularly the president, are encouraged to work with the 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.
- A presiding officer for the meeting is identified 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 about 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 (Pledge of Allegiance or other pledge can be added)
- II. Roll Call/Attendance
- 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. Program: 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 group utilize the fundamental principles of meeting management from *Robert's Rules of Order* or other established systems of meeting management to consider each topic. © NASSP 2006

7.4 SAMPLE MEETING SCRIPT FOR 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.

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 available, including the gavel for the presiding officer and an American flag if the Pledge of Allegiance is to be included in the meeting.

I. CALL TO ORDER:

President (or other presiding officer): "The September 20th meeting of the South Lakes Chapter of the National 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 an alternative method), the Secretary announces whether quorum* has been reached for the meeting.

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 or she has a report to make. Allow the reports to be given. Thank each report giver upon the completion of his or 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 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 New 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 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 South Lakes NHS 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 members to be present to conduct official business. A different quorum level can be developed and included in the group's bylaws. Failure to have a quorum simply means that no official business can be conducted, though reports and program components can be presented.

Secretary's Worksheet

MEETING OF _____

DATE _____ TIME _____ PLACE _____

PRESIDING OFFICER _____

MEMBERS PRESENT _____ ABSENT _____

MINUTES OF PREVIOUS MEETING _____
(state if accepted, corrected, etc.)

TREASURER'S REPORT _____

BUSINESS CARRIED OVER _____ (amount reported and disposition of report)

Item _____ Presented by _____

Action _____

Maker of motion _____ Seconded by _____

Vote: _____ For _____ Against _____

COMMITTEE REPORTS (and actions taken as a result of these reports on deferred assigned business)

1. Report of committee on _____

Presented by _____ written report _____ verbal _____

Recommendations or motion _____

Maker of motion _____ seconded _____ Vote _____ for _____ against _____

2. Report of committee on _____

Presented by _____ written report _____ verbal _____

Recommendations or motion _____

Maker of motion _____ seconded _____ Vote _____ for _____ against _____

NEW BUSINESS (for each item record action taken, if referred to committee, and names of committee members)

1. Item _____ Presented by _____

How handled? _____

2. Item _____ Presented by _____

How handled? _____

ANNOUNCEMENTS OR OTHER REPORTS (those requiring no action—attach copies of these to minutes)

1. _____

reported by _____

2. _____

reported by _____

3. _____

reported by _____

NEW COMMITTEES APPOINTED (include task assigned)

1. _____

Members: _____

Task assigned _____

Date report due _____

2. _____

Members: _____

Task assigned _____

Date report due _____

SUMMARY OF PROGRAM _____

GUESTS PRESENT _____

ADJOURNMENT _____
(time of adjournment and how)

(signature of secretary)

NOTE: Collect a copy of all reports given and attach them to minutes. Check with absentees. Type up a summary for members, adviser, and administration.