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
   Committees-

8. Concerns/Announcements

9. Date/place of next meeting

10. Adjournment (time ended)