



SAMPLE AGENDA

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

(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-**
 - Vice-President-**
 - Treasurer-**
 - Committees-**
- 8. Concerns/Announcements**
- 9. Date/place of next meeting**
- 10. Adjournment (time ended)**