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)