

SAMPLE AGENDA AND PHRASES TO USE

<p>Call to order (on time)</p> <p>The president stands, raps gavel once and calls the meeting to order.</p>	<ul style="list-style-type: none"> • <i>The meeting will please come to order.</i>
<p>Opening ceremonies</p> <p>Pledge of allegiance (not "flag salute")</p>	<ul style="list-style-type: none"> • _____ <i>will lead us in the Pledge of Allegiance. Will you please stand.</i>
<p>Approval of minutes</p> <p>The secretary stands, addresses chair and reads minutes. Or (with approval of group) the minutes may be assigned to a committee for approval or correction.</p>	<p>NO MOTION NEEDED</p> <ul style="list-style-type: none"> • <i>The secretary will read the minutes of the meeting on _____ (date).</i> • <i>Are there any corrections?</i> • <i>The minutes stand approved as read.</i> <p>OR</p> <ul style="list-style-type: none"> • <i>The minutes stand approved as corrected.</i>
<p>Financial reports</p>	<p>NO MOTION NEEDED</p>

	<ul style="list-style-type: none"> • _____ <i>will present the treasurer’s report.</i> • <i>You have heard the report of the treasurer. Are there any questions?”</i> • <i>The report will be filed for the auditor.</i>
<p>Audit report (semi-annual)</p>	<p>MOTION NEEDED TO ADOPT</p> <ul style="list-style-type: none"> • <i>It has been moved and seconded that the audit report be adopted.</i> <p>(Follow steps for a motion.)</p>
<p>Presentation of bills</p> <p>Bills are presented and their payment voted upon. (bills should be itemized in minutes as to amount, who is to be paid and what payment covers.)</p>	<p>MOTION NEEDED TO PAY BILLS</p> <ul style="list-style-type: none"> • <i>The treasurer will read the bills.</i> • <i>It has been moved and seconded that the bills be paid.</i> <p>(Follow steps for a motion.)</p>
<p>Report of the executive board (for association meetings)</p>	<p>MOTION REQUIRED</p> <p>But a second is not required when a</p>

<p>A summary report (not the minutes) is read for the information of the members. Recommendations are voted upon one at a time, the secretary moving the adoption of any of the recommendations.</p>	<p>motion comes from a committee/board.</p>
<p>Reports of committees President calls for the "report of the committee", not the "chairman's report". Person making the report moves the adoption of any recommendations.</p>	<ul style="list-style-type: none"> • _____ <i>will present the report of the committee.</i> • <i>Are there any questions regarding the report?</i> • <i>If not, the report will be filed.</i> <p>OR</p> <ul style="list-style-type: none"> • <i>You have heard the recommendations.</i> <p>(Follow steps of a motion.)</p>
<p>Unfinished business</p>	<ul style="list-style-type: none"> • The first item of unfinished business is _____.
<p>New business</p>	<ul style="list-style-type: none"> • The first item of new business is _____.

ADJOURNMENT	NO MOTION IS NECESSARY <ul style="list-style-type: none"><li data-bbox="792 310 1258 352">• The meeting is adjourned.
-------------	---