



## Parliamentary Procedures: The Agenda

*Agenda Definition - The written order of events for a meeting.*

At minimum, the president (and advisor) would plan for the meeting. Each organization decides for itself who should be involved in the advance planning. There are many elements in an agenda. The following list includes some, but not all of these elements.

- ❑ Call to Order – A formal, official beginning to a meeting. It notifies all participants that information conversation should stop.
- ❑ Opening Exercise or Ceremony – some organizations like to start with a patriotic exercise or some other type of small ceremony (special or traditional).
- ❑ Roll Call – This allows a secretary to account for members. A roll call is mostly needed for attendance data or if a quorum is required to conduct official business or take action on an item.
- ❑ Approval of the Agenda – To have members to look over the agenda can serve two purposes. First, it allows participants to see if anything they feel is important has been left out of the meeting, and second, it informs members when items will be discussed to they stay on the assigned topic and don't jump around in their discussions.
- ❑ Approval of the Minutes – This important item not only refreshes the members memory about what happened at the last meeting, but it allows for corrections or additions to be added to the record. (Minutes were originally recorded as a minute by minute account of a meeting.)
- ❑ Officers/Staff Reports – If there have been actions by officers/staff that will add to or effect the meeting, then these actions should be reported. (Usually included is a report from the treasurer.)
- ❑ Reports of Special Committees – after reports of standing committees are presented, be sure to include any special committee reports. Special committes may be ad hoc committees that were formed for the sole purpose of planning, conducting/implementing, and evaluating one activity or program.
- ❑ Unfinished Business – Items that were discussed before, an ongoing project or activity, or something that was delayed at an earlier meeting.
- ❑ New business – Items that have not been previously discussed or acted on.
- ❑ Program – A program is an optional item under business, but it is usually placed near the end of the meeting. It is usually a guest speaker or presentation.
- ❑ Announcements – A time to remind members of upcoming events, the next meeting time/date/place, etc.
- ❑ Adjournment – The formal, official end to a meeting.