

Member's Copy of Meeting Agenda

This sample agenda for a meeting of a small board follows the Robert's Rules standard order of business. The items listed under each heading represent the actual agenda items known to be on the calendar for this specific meeting.

Meeting Agenda

June 19, 2012

Call to order: 3:00 p.m.

Approval of minutes

Reports of Officers

- * President's Report
- * Treasurer's Report
- * Executive Director's Report

Reports of Standing Committees

- * Membership Committee Report
- * Finance Committee Report
- * Convention Committee Report

Reports of Special Committees

- * Special Certification Committee Report
- * Special Chapter Charter Revision Committee Report

New Business

- * AB has motion
- * CD has motion

Announcements

Adjourn