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| Sample Meeting Agenda Template  (Date and Time)   1. Call to Order 2. Opening Ceremonies (optional) 3. Roll Call (if customary) 4. Reading and Approval of Minutes 5. Reports of Officers, Boards, and Standing Committees 6. Reports of Special Committees (announced only if such committees are prepared or instructed to report) 7. Special Orders (announced only if there are special orders) 8. Unfinished Business and General Orders 9. New Business 10. Announcements 11. Program (if a program or a speaker is planned for the meeting\*) 12. Adjourn   shortbar |
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| Agenda for Meeting  **Obtaining and Assigning the Floor**  **1.**  **2.**  **Topics discussed by**  **1.**  **2.**  **Consideration/Revisions**  shortbar |

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**Amendments**