

BOARD MEETING AGENDA GUIDELINE/SAMPLE

1. **CALL TO ORDER**, President, (Start meeting at appointed time)
2. **ROLL CALL**, Secretary. Required to assure a quorum.
3. **PLEDGE TO FLAG, INVOCATION** (Optional)
4. **MINUTES OF LAST MEETING, MINUTES OF LAST BOARD MEETING.**
(Secretary. Calls for motion to correct and accept, requires a second to the motion prior to vote.)
5. **TREASURERS REPORT** (Treasurer. Calls for motion to correct and accept, requires a second to the motion prior to vote.)
6. **READING OF COMMUNICATIONS.** (If action needs to be taken on a communication, vote on it or send it to the proper committee for study.
7. **COMMITTEE REPORTS.**
(Call for a vote to accept report, and take a vote on any action that is recommended by the committee. Secure a written copy of the report to kept with the minutes of the meeting.)
8. **UNFINISHED BUSINESS.** (Any tabled motions or reports; Secretary should have reported in the minutes of the previous meeting.)
9. **NEW BUSINESS.**(Items brought before the club at the last regular meeting, ideas presented by a member present or a board member.)
10. **MISCELLANEOUS BUSINESS** (Items which do not effect the club directly, but should be brought to the attention of the members.)
11. **ADJOURNMENT.**

NOTE: Try to limit the amount of time used for discussion so that the meeting does not drag on. If you feel a point before the board is dragging on without a solution in sight, recommend the committee study the matter further, or appoint a sub committee to find an answer.