



## SAMPLE AGENDA & PHRASES TO USE

<p><b><u>CALL TO ORDER</u></b> (on time) The president stands, raps gavel once and calls the meeting to order.</p>	<p><i>The meeting will please come to order at ___.</i></p>
<p><b><u>OPENING CEREMONIES</u></b> Pledge of Allegiance (not “flag salute”)</p>	<ul style="list-style-type: none"> <li>• <i>_____ will lead us in the Pledge of Allegiance. Will you please stand.</i></li> </ul>
<p><b><u>APPROVAL OF MINUTES</u></b> The secretary stands, addresses chair &amp; reads minutes. Or passed out to be read before the meeting begins. Or (with approval of group) the minutes may be assigned to a committee for approval or correction.</p>	<p><b>NO MOTION NEEDED</b></p> <ul style="list-style-type: none"> <li>• <i>The secretary will read the minutes of the meeting on _____ (date) or give the association a few minutes to read the minutes.</i></li> <li>• <i>Are there any corrections?</i></li> <li>• <i>The minutes stand approved as written/ - printed/ or read.</i></li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• <i>The minutes stand approved as corrected. Corrected minutes in RED.</i></li> </ul>
<p><b><u>FINANCIAL REPORTS</u></b></p>	<p><b>NO MOTION NEEDED</b></p> <p><i>_____ will present the treasurer’s report. You have heard the report of the treasurer. Are there any questions?”</i></p> <ul style="list-style-type: none"> <li>• <i>The report will be filed for audit.</i></li> </ul>
<p><b><u>AUDIT REPORT</u></b> (semi-annual)</p>	<p><b>MOTION NEEDED TO ADOPT</b></p> <ul style="list-style-type: none"> <li>• <i>It has been moved &amp; seconded that the audit report be adopted.</i> (Follow steps for a motion.)</li> </ul>

<p style="text-align: center;"><b><u>PRESENTATION OF BILLS</u></b></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 style="text-align: center;"><b>MOTION NEEDED TO PAY BILLS</b></p> <ul style="list-style-type: none"> <li>• <i>The treasurer will read the bills.</i></li> <li>• <i>It has been moved and seconded that the bills be paid.</i></li> </ul> <p style="text-align: center;">(Follow steps for a motion.)</p>
<p style="text-align: center;"><b><u>REPORT OF THE EXECUTIVE BOARD</u></b> (for association meetings)</p> <p>A summary report (not the minutes) is read for the information of the members.</p> <p>Recommendations are voted upon one at a time, the secretary moving the adoption of any of the recommendations.</p>	<p style="text-align: center;"><b>MOTION REQUIRED</b></p> <p>But a second is not required when a motion comes from a committee/board.</p>
<p style="text-align: center;"><b><u>REPORTS OF COMMITTEES</u></b></p> <p>President calls for the “report of the committee”, not the “chairman’s report”.</p> <p>Person making the report moves the adoption of any recommendations.</p>	<ul style="list-style-type: none"> <li>• <i>_____ will present the report of the committee.</i></li> <li><i>Are there any questions regarding the report?</i></li> <li><i>If not, the report will be filed.</i></li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• <i>You have heard the recommendations.</i></li> </ul> <p style="text-align: center;">(Follow steps of a motion.)</p>
<p style="text-align: center;"><b><u>UNFINISHED BUSINESS</u></b></p>	<p>The first item of unfinished business is _____.</p>
<p style="text-align: center;"><b><u>NEW BUSINESS</u></b></p>	<p>The first item of new business is _____.</p>
<p style="text-align: center;"><b><u>ADJOURNMENT</u></b></p>	<p style="text-align: center;"><b>NO MOTION IS NECESSARY</b></p> <p>The meeting is adjourned.</p>

