

**SAMPLE AGENDA
AND STANDARD ORDER OF BUSINESS**

TIME: (Set time for each item of business; conduct business within one-hour time frame)

- _____ 1. Call meeting to order.
- _____ 2. Invocation & Pledge of Allegiance.
- _____ 3. Opening Song
- _____ 4. Reading of Minutes of previous meeting.
- _____ 5. Approval of minutes as read or corrected.
- _____ 6. Report of officers - Treasurer reports monthly.
- _____ 7. Report of standing committees.
- _____ 8. Report of special committees.
- _____ 9. Unfinished business.
- _____ 10. New business.
- _____ 11. Program.
- _____ 12. Adjournment.

REMINDERS FOR THE SUCCESSFUL CHAIRMAN

- 1. Be prompt and start the meeting on time.
- 2. Make and follow an Agenda - keep on schedule.
- 3. Be just and firm but courteous to all.
- 4. Let the minority be heard.
- 5. The majority rules.
- 6. Allow each proposition full and free debate.
- 7. Only one item of business on the floor at a time.
- 8. Often an individual's desires must be merged for the good of all.
- 9. Use business procedures to facilitate action - not to obstruct.
- 10. Keep committees active and effective.
- 11. Hold regular and purposeful Executive Committee Meetings.
- 12. Adjourn meetings on schedule.