

# SAMPLE AGENDA AND PHRASES TO USE

<p><b>CALL TO ORDER</b> (on time) The president stands, raps gavel once and calls the meeting to order.</p>	<ul style="list-style-type: none"> <li><i>The meeting will please come to order.</i></li> </ul>
<p><b>OPENING CEREMONIES</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>APPROVAL OF MINUTES</b> The secretary stands, addresses chair and reads minutes. Or (with approval of group) the minutes may be assigned to a committee for approval or correction.</p>	<p>NO MOTION NEEDED</p> <ul style="list-style-type: none"> <li><i>The secretary will read the minutes of the meeting on _____ (date).</i></li> <li><i>Are there any corrections?</i></li> <li><i>The minutes stand approved as read.</i></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li><i>The minutes stand approved as corrected.</i></li> </ul>
<p><b>FINANCIAL REPORTS</b></p>	<p>NO MOTION NEEDED</p> <ul style="list-style-type: none"> <li><i>_____ will present the treasurer’s report.</i></li> <li><i>You have heard the report of the treasurer. Are there any questions?”</i></li> <li><i>The report will be filed for the financial reviewer.</i></li> </ul>
<p><b>FINANCIAL REVIEW</b></p>	<p>MOTION NEEDED TO ADOPT</p> <ul style="list-style-type: none"> <li><i>It has been moved and seconded that the financial review report be adopted.</i></li> </ul> <p>(Follow steps for a motion.)</p>
<p><b>PRESENTATION OF BILLS</b> 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>MOTION NEEDED TO PAY BILLS</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>(Follow steps for a motion.)</p>
<p><b>REPORT OF THE EXECUTIVE BOARD</b> (for association meetings) A summary report (not the minutes) is read for the information of the members. Recommendations are voted upon one at a time, the secretary moving the adoption of any of the recommendations.</p>	<p>MOTION REQUIRED But a second is not required when a motion comes from a committee/board.</p>
<p><b>REPORTS OF COMMITTEES</b> President calls for the “report of the committee”, not the “chair’s report”. 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>OR</p> <ul style="list-style-type: none"> <li><i>You have heard the recommendations.</i></li> </ul> <p>(Follow steps of a motion.)</p>
<p><b>UNFINISHED BUSINESS</b></p>	<ul style="list-style-type: none"> <li>The first item of unfinished business is _____.</li> </ul>
<p><b>NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li>The first item of new business is _____.</li> </ul>
<p><b>ADJOURNMENT</b></p>	<p>NO MOTION IS NECESSARY</p> <ul style="list-style-type: none"> <li>The meeting is adjourned.</li> </ul>