

Agenda for Conducting a Meeting

	Fill in Details for Each Meeting.
Call To Order The meeting will come to order.	
Opening (optional) -The invocation will be given by... -...will lead us in the Pledge of Allegiance to the Flag of the United states of America.	
Reading and Approval of Minutes -The secretary will read the minutes of the ... meeting. -Are there any corrections to the minutes? [pause] if not, the minutes are approved as read. -OR The secretary will make the correction. -Are there other corrections? [pause] if not, the minutes are approved as corrected. [Minutes printed and a draft distributed.] -The minutes of the ... meeting were printed and a draft has been distributed. -Are there any corrections to the minutes? [pause] if not, the minutes are approved as printed. -OR The secretary will make the correction. -Are there other corrections? [pause] if not, the minutes are approved as corrected.	

<p>Reports Officers</p> <ul style="list-style-type: none"> -The first item of business is reports. -The secretary will read the correspondence. -May we have the Treasurer's Report -Are there any questions on the Treasurer's report? <p>The report will be filed.</p>	
<p>Reports Executive Board</p> <ul style="list-style-type: none"> -The next business in order is the report of the Executive Board. The Secretary will read the report. 	
<p>Reports Standing Committees</p> <ul style="list-style-type: none"> -Standing committee reports are now in order. -The ... committee will now report. -Do other standing committee have reports? 	
<p>Reports Special Committee</p> <ul style="list-style-type: none"> -The next business in order is reports of special committees. -Is the committee appointed to ... ready to report? 	
<p>Special Orders</p> <ul style="list-style-type: none"> -The next business in order is special orders. -The Bylaws specify that the election of officers is to be held at this meeting. 	

<p>Unfinished Business</p> <p>-The next item of business is the motion relating to ... which was pending when the last meeting adjourned. The question is on the adoption of the motion to”</p> <p>-The next item of business is the motion to ... which was postponed to this meeting. The question is on the adoption of the motion to....”</p>	
<p>New Business</p> <p>-New business is now in order. Is there any new business?</p> <p>-Is there any further new business?</p>	
<p>Program</p> <p>-The program committee will now present the program.</p>	
<p>Announcements (optional)</p> <p>-Are there any announcements?</p> <p>-Our next meeting will be held</p>	
<p>Adjournment</p> <p>-Is there further business to come before the meeting? [pause] Since there is no further business, the meeting is adjourned.</p>	