

Sample Meeting Agenda

(Excerpted from *Robert's Rules of Order Newly Revised Edition*)

- I. Opening Ceremony or Exercise (Invocation)
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Reports of Officers, Boards, and Standing (permanently established) Committees
- V. Reports of Special (committees appointed to exist only until they have completed a specified task) Committees
(announced only if such committees are prepared or instructed to report)
- VI. Special Orders (announced only if there are special orders)
- VII. Unfinished Business and General Orders (matters previously introduced which have come over from the preceding meeting)
- VIII. New Business (matters initiated in the present meeting)
- IX. Good of the Order
 - I. Announcements
 - II. Program (if a program or a speaker is planned for the meeting*)
- X. Adjourn