

Sample Agenda

(YOUR ORGANIZATION OR CONSTITUENT GROUP)

Meeting Agenda | January 1, 2020

- I. Call to order-attendance
 - A. Introduce any newcomers, visitors or speakers
- II. Opening Comments and an icebreaker
- III. Approval of last meeting's minutes
- IV. Officer/Chairperson/Committee reports (if applicable)
- V. Old, unfinished business
 - A. List the topics that were unresolved at the last meeting, updates on old projects, etc.
- VI. New business
 - A. What is new or coming up with your position or the council?
- VII. Discussion items
 - A. Pick a topic to discuss. Is it how to do parliamentary procedure, risk management in your organization, the future of fraternities and sororities, program to bring? Make it relevant to your constituents and prepare a couple questions to get the conversation started.
- VIII. Additional announcements or upcoming events
- IX. Closing remarks
 - A. If you are asking folks to complete a task, bring something to the next meeting or to follow up via email on a conversation, list that here!
- X. Adjournment, reminder of the next meeting time and place
- XI.

Meeting

Be sure to include all members in the discussion. Watch for sub-groups and avoid always addressing the same people.

Confront /address
Non-productive or distracting
behavior.

Do not ask,
"How long will this take?"
Or say,
"This won't take too long."

Do not dominate the discussion-
facilitate it.

Watch for and be aware of hidden
agendas. What are your biases? Are
you reaching to an idea or a person?

Use humor appropriately.

Avoid distractions or being
distracting. Example: Getting up for
food or drinks, carrying on side
conversations

Remain attentive to the discussion.
Does your mind wander? Do you
make comments irrelevant to the
discussion?

Solicit information and other opinion
from others.

etiquette

Voice your opinions and take ownership for
thoughts and feeling; do not sabotage the
group work.

Be considerate of time constraints. Set a
starting and ending time and stick to it. Be
concise in your discussion.

Reschedule discussions that cannot be
complete in the time allowed.

Do not leave the meeting unless it is
necessary.

Watch your idiosyncrasies. Example: Pen
clicking, fiddling with your phone, playing
with your keys

Allow each person to be heard in his or her
entirety.

Make all information available to members.
Speak up only when adds to the discussion-
do not repeat what has already been said.