

## PRESIDENT'S SAMPLE MEETING AGENDA

### CALL TO ORDER

*The meeting will come to order. \_\_\_\_\_ will lead us in the PBL Creed (or Pledge).*

### WELCOME AND INTRODUCTIONS

(The President welcomes members and guests, introduces guests.)

### MINUTES OF THE PREVIOUS MEETING

*The Secretary will read the minutes of the previous meeting.  
(The President is seated while minutes are read.)*

*Are there any corrections to the minutes? (Pause)  
(If none): The minutes stand approved as read.  
(If corrections): If there is no objection, the secretary will make the correction. Are there further corrections? (Pause) If not, the minutes stand approved as corrected.*

### CORRESPONDENCE (if appropriate)

*The Secretary will read the correspondence.  
(The Secretary may read official correspondence--first stating from whom correspondence was received and, if possible, condensing the information.)*

### TREASURER'S REPORT

*The treasurer will now report.*

*Are there any questions? (Pause)*

*The treasurer's report will be filed.*

### REPORTS OF OFFICERS AND STANDING COMMITTEES (if appropriate)

*May we have the report of the \_\_\_\_\_, \_\_\_\_\_, etc.*

### REPORTS OF SPECIAL COMMITTEES (if appropriate)

(Have list of committees to report)

*The next business in order is hearing reports of special committees*

## **UNFINISHED BUSINESS**

*The next business in order is unfinished business.*

(Review minutes of last meeting to determine any unfinished business to be brought before the chapter. If there is no unfinished business, move to New Business without announcing the heading of Unfinished Business.)

## **NEW BUSINESS**

*The next business in order is new business:*

- 1.
- 2.
3. *etc.*

*Is there any other new business?*

## **ANNOUNCEMENTS**

(Have list prepared)

*Are there further announcements?*

## **PROGRAM**

*The vice-president will present the program OR The program chairman will introduce our guest speaker.*

(Thank speaker, etc.)

## **ADJOURNMENT**

*Is there any further business? (Pause)*

*Since there is no further business, the meeting is adjourned.*

(Tap gavel once if desired)

## GUIDELINES FOR TAKING MINUTES

The Recording Secretary is responsible for recording actions of the organization in minutes.

Minutes should be headed with the name of the organization, the date, and place of the meeting.

The first paragraph should contain:

Kind of meeting (regular, special, etc.)

Name of the organization

Date, time, and place of meeting

The fact that the president and secretary were present; or in the absence of the regular officers, the names of their substitutes

Whether the minutes of the previous meeting were read and approved as read or as corrected or whether the reading was dispensed with for later approval

Minutes should be captioned for ready reference.

Minutes are written in the third person.

Minutes should be brief. Opinions are not recorded--only actions.

Motions should be stated in full, including name of the maker of the motion, the fact that the motion was seconded, the exact wording of the motion, and the action taken--whether carried or lost.

The last paragraph should state the time of adjournment.

Minutes should be signed by the secretary and can also be signed, if the group wishes, by the president. The words *Respectfully submitted* represent an older practice that is no longer used when signing minutes.

One copy of the minutes should be given to the president in time to prepare the agenda for the next meeting.

Any corrections made should be noted in the left margin.

A bound book should be used for minutes.

## GUIDELINES FOR FINANCIAL REPORT

An example of a financial report follows:

ABC University Phi Beta Lambda  
Financial Report  
(Date)

Balance on hand (date of last report): \$\_\_\_\_\_

RECEIPTS:

List each receipt \$\_\_\_\_\_

TOTAL RECEIPTS \$\_\_\_\_\_

TOTAL \$\_\_\_\_\_

DISBURSEMENTS:

List each disbursement \$\_\_\_\_\_

TOTAL DISBURSEMENTS \$\_\_\_\_\_

Balance on hand, (date) \$\_\_\_\_\_

\_\_\_\_\_  
Treasurer

(The financial report is not voted on but may be filed for audit.)