

# AGENDA

Your agenda gives your business meetings order. Here is a simple way to remember the order of the agenda:

## MRS SUN

**M**inutes (Reading and approval of)

**R**eports of officers, standing committees, boards

**S**pecial committee reports

**S**pecial Orders

**U**nfinished Business (there is no such thing as old business)

**N**ew Business



The agenda should be approved by the membership before it is used. The president may ask for a member to make a motion for such approval with or without addition.

## SAMPLE AGENDA

- I. Opening Ceremonies
  - A. Invocation
  - B. Pledge of Allegiance
- II. Adoption of Agenda
- III. Reading and Approval of Minutes
- IV. Reports of Officers, standing committees
  - A. President (other officers in order VPs, Secs, Treasurer)
  - B. EEC Committee (any other committee that has information to bring to membership)
- V. Special committee reports (these are generally ad hoc committees)
  - A. (for example) Digital Meeting Committee
- VI. Break for refreshments
- VII. Reconvene
- VIII. Program: GSO Pres Kathy Brown
- IX. Unfinished Business (anything that remains from a previous meeting that needs to be completed)
  - A. Awarding of scholarship
- X. New Business (anything that needs to come before membership that has not been presented before)
  - A. Change of venue for induction of incoming members

\*(Ask if there is anything else that needs to come before the membership)
- XI. Adjourn