Meeting Cheat Sheet for Chairs

Agenda: Following the Standard Order of Business

This list is a quick reference to make it easy for you to set up a basic agenda for your meeting.

1. **Call to order & review agenda**
2. **Review of previous minutes**
3. **Reports & Updates (from officers, boards, and standing committees)**
4. **Old business**
5. **New business**
6. **Announcements & Action Items**

If there is a motion, there must be a second to be able to discuss it.

- Someone brings up an item for discussion. If action from the committee is requested, there **must first be a motion and then a second.** The chair or recorder should read back the exact motion and then a discussion of the item is called by the chair.
- When discussion is over, the chair calls a vote
  - If passed, chair should state **"The motion is approved."**
  - If over-ruled or declined, *no further discussion.* **"Motion failed"**

Progression of meeting using Robert's Rule of Order (RRO)

1. **Call to order**
   - **"I call the meeting to order at (time)"**
   - Issue a welcome to attendees
   - **"Please review agenda. Is there anything to add?"**
     o If yes, call a vote (approved – add, not approved – move on)

2. **Review of previous minutes**
   - **"Please review the previous minutes. Are there any changes or corrections?"**

Pause. Take corrections until there are no more.

     o If corrections, recorder notes changes
   - **"If there are no (further) corrections, the minutes stand approved as distributed (or as corrected)."**

3. **Reports & Updates**
   - **Update from officers,**
   - **Update from boards,**
   - **Updates on any other standing committees related to this one**

4. **Old business**

5. **New business**

6. **Announcements & Action Items**

"If there is nothing else, meeting is adjourned. Time is…"   OR

Motion from member with a 2nd to adjourn – No Vote needed.