

# 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
2. Review of previous minutes
3. Reports of officers, boards, and standing committees
4. Old business
5. New business & announcements
6. Questions/Next Steps
7. Continuous Quality Improvement (CQI)

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 denied.”**

## 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?"**
  - 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.

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

### 3. Reports of officers, boards, and standing committees

### 4. Old business

### 5. New business & announcements

### 6. Questions/Next Steps

### 7. Continuous Quality Improvement (CQI)

- **"What went well today?"**
- **"What could have been improved for today?"**

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

Motion from member with a 2nd to adjourn.