

Meeting Agenda

What is a meeting agenda and why is it important?

A good meeting agenda serves as a guide to participants, making the meeting more efficient and productive. An effective meeting agenda states what activities will take place during the meeting. It serves various important functions:

- It forces the president, vice-president and the other members of the student organization to think what needs to be accomplished
- When provided ahead of time, the agenda lets people know what to expect during the meeting and allows them to prepare as necessary
- It provides a blueprint or path for the meeting to follow
- It reminds the participants of what there is left to cover if time gets to be an issue

The header of the agenda is particularly useful if participants belong to various StudOrgs:

1. StudOrg Name
2. Agenda
3. Location
4. Date
5. Time

The body lists the actual items to be covered during the meeting. When possible, use actionable words such as approve, discuss, adopt, and announce to let participants know what is expected of them.

- **Welcome/Introductions (5 min):** Doing this is helpful if the members of the group do not meet often. It is also a good way of getting the meeting started while not making late-comers miss anything substantive.
- **Approve previous meeting minutes (5 min):** Necessary if minutes are kept.
- **Discuss the topics at hand (40 min):** This will usually be broken up into several parts (old and new business items), and will take up the bulk of the meeting. This is where you would include items like “Review annual budget” or “Brainstorm fundraising ideas” or “Election of” or “Approve Funding”.
- **Comments and Announcements (5 min):** This is often kept to the end of the meeting, but because new information can sometimes change the focus of a meeting, it may be useful to have announcements early on.
- **Next meeting and Adjournment (5 min):** Decide on time and agenda for next meeting.

StudOrg Agenda (Template)
Date | Time
Location of Meeting

- I. **Call the meeting to Order**
President will call the meeting to order stating the date, time, location, and matter of business.
- II. **Roll Call**
Secretary, or designated officer, performs a verbal roll call of executive officers. A quorum must be established to hold a bonafide meeting Other Active Members can “sign-in” via a paper sign in sheet before meeting commences.
- III. **Approval of Past Minutes**
List the specific date(s) of minutes from past meetings that are needed to be approved.
- IV. **Individual Reports**
The Committee will discuss the minutes of past meetings and may choose to amend or edit the minutes. Upon conclusion of the discussion the StudOrg may choose to approve the minutes.
 - a. ICC
 - b. Treasurer
 - c. Secretary
 - d. Vice President
 - e. President
 - f. StudOrg Advisor
- V. **Old Business**
List items which have already been discussed once by the StudOrg membership and/or items considered for approval from the StudOrg.
 - a. Old Discussion Item
 - b. Old Discussion Item
 - c. ACTION:
State the word “ACTION” first, if the StudOrg will be voting on a matter.
- VI. **New Business**
List items not been discussed at previous meetings and/or items for upcoming projects/events.
 - a. New Discussion Item
 - b. New Discussion Item
 - c. New Discussion Item
 - d. ACTION:
State the word “ACTION” first, if the StudOrg will be voting on a matter.
- VII. **Comments and Announcements**
The President can recognize individuals to speak regarding general topics.
- VIII. **Next Meeting Information**
- IX. **Adjournment**
Requires a verbal “motion to adjourn” from a member as well as a “seconded.”

StudOrg Meeting Minutes (Template)
Date | Time
Location of Meeting

- I. Call the meeting to Order
 - a. The regular meeting of the [Name of Organization] was called to order at [insert time] on [date] in [location] by [insert President's name].
- II. Roll Call
 - a. *Insert list of members present or attach sign-in sheet to the minutes*
- III. Approval of Past Minutes
 - a. *If the minutes from the previous meeting was handed out and approved, write "the agenda was unanimously approved as distributed."*
 - b. *If the minutes from the previous meeting were handed out but amended, write "the agenda was approved with amends as discussed" and list the changes*
- IV. Individual Reports
 - a. *Summarize the report of each officer.*
- V. Old Business
 - a. *Summarize the discussion of each officer and items reported.*
- VI. New Business
 - a. *Summarize the discussion of the new issues presented during the meeting and the action taken on the item (was it voted on, approved, turned down, withheld to the next meeting, etc...)*
- VII. Comments and Announcements
 - a. *Summarize the items reported.*
- VIII. **Next Meeting Information**
 - a. State the time, date, and location for the next meeting
 - b. *List any items here that will be discussed at the next meeting*
- IX. Adjournment
 - a. A motion of meeting adjournment was made at [Time] by [Officer's Name] and seconded by [Officer's Name].

Minutes Submitted by: _____
[Secretary's Name]

Approved by: _____
[President's Name]

Confirmed By: _____
[Advisor's Name]