

RSO Advisor Manual
Appendix III: Sample Meeting Agenda

- I. Call to order
The Chairperson says, "The meeting will please come to order."
- II. Roll Call
Members say "present" as their name is called by the Secretary.
- III. Minutes
The Secretary reads a record of the last meeting.
- IV. Officers' Reports
Officers give a report to the organization when called on, usually limited to a time if necessary.
- V. Committee Reports
First come reports from "standing" committees or permanent committees, then "ad hoc" or special committees.
- VI. Special Reports
Important business previously designated for consideration at this meeting.
- VII. Old Business
Items left over from previous meetings.
- VIII. New Business
Introduction of new topics.
- IX. Announcements
Informing the assembly of other subjects and events.
- X. Adjournment
The meeting ends by a vote or general consent.