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# SAMPLE AGENDA & PARLIMENTARY PROCEDURE

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**Updated Fall 2024**

# Organization Meetings

## Developing an Agenda

A well-planned agenda will allow you to run effective and productive meetings with an orderly, well-planned agenda, members can be better prepared to participate in the meetings. There is no one right way to develop an agenda, but the following will assist you:

- If possible, distribute the agenda before the meeting. If this is not possible, hand out the agenda as members arrive at the meeting.
- Put the names of the members who are responsible for a report on the agenda.
- Encourage members to contribute ideas for the agenda.
- A sense of humor helps when you are developing the agenda.
- A little fun will make the meeting more enjoyable for everyone.

## Sample Agenda

(name of organization)

(date and time of  
meeting)

### I. Call to order

The chairman begins the meeting.

### II. Roll call

This can be done formally or informally. Roll call is especially important if a quorum is needed to take care of business.

### III. Minutes

The secretary reads a record of the last meeting's minutes. Corrections should be solicited and the minutes approved. The reading of the minutes can be waived to save time if no one objects.

### IV. Officers Reports

List all officers who give reports. Officers may not always need time to speak, but this provides them the opportunity to do so.

### V. Committee Reports

Permanent or "standing" committees present reports first and then special or "ad hoc" committees will report.

## VI. Special Orders

Important business previously designated for consideration at this meeting, such as planning a major project.

## VII. Unfinished (Old) Business

Routine business left over from the previous meetings.

## VIII. New Business

Introduction of new motions or topics.

## IX. Announcements

Inform the group of other subjects and events.

## X. Adjournment

### **First Meeting**

For both new and established organizations, the first meeting is an exciting and critical one. Like all meetings, it needs to be well planned, but it involves some extra interactions of which the leaders of the group should be aware.

While there is likely to be a lot of enthusiasm, there might also be some discomfort at a first meeting. Some people are uncomfortable entering a new group. Later, members might appear to be wishy-washy as they are still deciding whether or not the group's activities are those in which they may be interested or committed.

If you are in a leadership position, do not be frustrated by the group's reluctance. Provide opportunities for the group to meet informally, get to know each other, and realize that the group can include them.

The importance of the first meeting is clear. It should be well planned and should involve opportunities for members to talk informally with each other, learn about the leadership and goals of the group, and have fun.

The chart, Checklist for Meetings (see Appendix, page 49), provides a handy list for the first meeting and subsequent meetings. Icebreakers help to get people comfortable. If you need ideas for icebreakers, contact Student Engagement and Campus Life.

### **Second Meeting**

Many of these same principles can be applied to all meetings: planning ahead, starting on time, making everyone feel comfortable, getting everyone to participate, delegating responsibility, keeping people busy, asking questions to get everyone involved, making a part of the meeting fun, and evaluating the meetings as soon as possible after it is over.

If you keep these pointers in mind, your meetings will run well and your organization will have a good time in meeting its goals.

### **Parliamentary Procedure**

Any organization that conducts a business meeting should become familiar with basic

parliamentary procedure.

This is not to be considered as a complete set of rules to cover all possible questions that might arise. It is to be used as a guide to cover the points most often encountered. For a more detailed set of rules, consult *Robert's Rules of Order, Revised and Sturgis Parliamentary Manual*.

#### Making a Motion

Obtain the floor as follows: Address the President by saying, "Mr./Madame/Chair President" and then wait to be recognized before presenting a motion.

State the motion carefully. This is usually done by saying, "I move that . . ." or "I move the adoption of the following resolution."

The motion must be seconded. A motion cannot be discussed unless it is seconded. If a motion does not receive a second, it is lost. Any eligible voter, other than the one making the motion, may second it. He/she usually simply says, "I second the motion."

The chair must repeat the motion in full and call for any discussion.

After the discussion, the vote is taken by one of the following ways: 1) by consent, 2) by standing or raising the hand, 3) by roll call, or 4) by ballot

#### Amending a Motion

An amendment to a motion is really a new motion made to change or modify the previous motion that is under consideration. An amendment may be one of four things:

1. Add or insert a certain word or words, or a sentence, to the motion under consideration.
2. Strike a certain word or words, or a sentence, out of a motion.
3. Substitute another motion for the one being considered.
4. Substitute words to replace wording under consideration.

An amendment, like the principle motion, must be seconded. It is also debatable and may again be amended. The proper form for making an amendment is: "I move to amend the motion to read . . ." or "I move to amend the motion . . .".

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended.

#### Point of Order

A point of order may be raised by a member whenever a disorderly procedure has been made. This may be done without being recognized by the chair. If a person is speaking when a point of order is raised, then that person must be silent. The chair decides whether the point was well made. The decision of the chair may be appealed in the same manner as a point raised, except that it requires a second and is debatable. An appeal may be made by any member of those assembled. The appeal is decided by a vote of the assembly. Business is resumed where it broke off with any changes needed.

## Sample use of Parliamentary Procedure

### Order of Business

1. **Chair:** “The meeting will come to order.”

A quorum (the number of members necessary, according to the constitution and bylaws, to do business) must be present to hold a business meeting.

2. **Chair:** The secretary will read the minutes of the last meeting.  
Minutes are read.

3. **Chair:** “Are there any corrections to the minutes?”  
Corrections are suggested without the use of a motion or vote.

4. **Chair:** “If there are no (further) corrections, the minutes stand approved as read (corrected).”

5. **Chair:** “We will have the report of the. . .”  
Officers (e.g., financial report by treasurer), Standing Committees, Special Committees, etc. If a committee report contains a recommendation, the reporting member (usually the chair of the committee) moves that the recommendation be adopted. Otherwise, the report is filed without action.

6. **Chair:** “Is there any unfinished business?”  
Action is completed on any business not settled when last meeting was adjourned.

7. **Chair:** “Is there any new business?”  
Each new motion is discussed and settled before another main motion can be proposed.

8. **Chair:** “Are there any announcements?”

9. **Chair:** “If there is no further business, the meeting will be adjourned.”

10. **Chair:** “The meeting is adjourned.”

If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

### Amendments

Used after a main motion has been made and seconded:

1. **Member:** “I move to amend the motion by. . .”

Inserting or adding a word, phrase, or sentence. Striking out a word, phrase or sentence. Striking out and inserting a word or phrase or substituting a sentence or paragraph.

2. **Member:** “I second the motion to amend.”

3. **Chair:** “It has been proposed to amend the motion to read as follows. . .”

Chair states the main motion and the amendment, so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a main motion, with . . .

4. **Chair:** “Is there any discussion?”

Questions can be asked and points can be made during this time.

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5. **Chair:** “If there is no further discussion, the amendment is. . .”  
Chair restates the amendment.
6. **Chair:** “All in favor of the amendment. . .”  
Members vote and chair announces the outcome
7. **Chair:** “The amendment is carried (defeated). The motion now before the house is . . .”  
Chair restates the motion-plus the amendment, if carried.

### **The Chair**

- Calls the meeting to order.
- Keeps the meeting to its order of business
- Handles discussion in an orderly way:
- Gives every member a time to speak.
- Tactfully keeps all speakers to rules of order and to the question.
- Should give pro and con speakers alternating opportunities to speak.
- Does not enter into discussion.
- States each motion before it is discussed and before it is voted upon.
- Puts motions to vote and announces the outcome.
- May vote when his/her vote would affect the outcome, or in any case when voting is by ballot.
- Should be familiar enough with parliamentary law to inform assembly on proper procedure.
- May appoint committees when authorized to do so or if bylaws so provide.
- May assist in wording of motions if maker requests assistance.

### **Use of the Gavel**

- Rap once to call meeting to order.
- Rap once to maintain order.
- Rap once to declare adjournment

### **Etiquette of the Chair**

- The chair can remain seated during the meeting except at these times:
  - To call the meeting to order
  - To put a question to vote
  - To give a decision on a point of order
  - To recognize speakers
- In speaking to the assembly, the chair refers to himself/herself as "The Chair."

### **The Secretary**

- Keeps an accurate record of each meeting, including in the minutes:
    - Kind of meeting (regular, special, or adjourned) and name of assembly.
    - Date, hour, and place of meeting.
    - Name and title of officer presiding and presence of quorum.
    - Approval of previous minutes.
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- Record of reports.
- Record of each main motion (unless withdrawn) with name of person who made it.
- Record of points of order and appeals.
- Record of all other motions (unless withdrawn).
- Record of counted votes.
- Time of adjournment.
- Signature and title of secretary.
- Keeps an up-to-date roll of members.
- Keeps copy of constitution and bylaws, with amendments properly entered.
- Keeps a record of all committees.
- Provides list of pending and potential business for the chair before meeting.
- Handles correspondence of organization (unless there is a corresponding secretary).
- Notifies members of meetings (i.e., if a special meeting is called).

### **Recording of Minutes**

- Record what is done, not what is said.
- Keep notes together in a special notebook.
- Organize the notes into clear, concise statements and record in permanent minute book to be read at next meeting. Record each motion in a separate paragraph.
- Minutes should be read and approved by assembly at the next regular meeting. If the organization is not scheduled to meet for several months, minutes should be read before adjournment of the meeting or a committee may be appointed to approve them.

### **Final Form of the Minutes**

- Should be typewritten or legibly written in ink.
- Should not be defaced. (Corrections should be made by bracketing the erroneous portions and stating correctly in the wide margin.)
- Should be kept in book form. If in longhand, a bound book should be used; if typewritten, a loose-leaf notebook is used. Each page should be signed or initialed by the secretary and one other officer to guard against substitution of pages.
- Should be recorded with a wide left margin for corrections.
- Minutes, when approved, should be signed by secretary and, if desired, by the chair.

### **Printing Policy**

Student organizations have access to limited printing resources through Student Engagement and Campus Life. Organizations can print out 5 meeting flyers, 2 banners, and 20 event (five color) flyers per semester.

Organization must submit a printing request two weeks' in advance to Office of Student Engagement and Campus Life email [student.activities@tamuk.edu](mailto:student.activities@tamuk.edu) for printing. When picking up flyers, student organization members must sign and date the "Organization Printing Log" every time copies are made per semester.

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## **Retention**

Once you obtain members, it is important to keep them. Here are some ideas to keep your members active!

- Involve them in the decision-making process.
- Make sure they know what role they play in the organization.
- Give them leadership opportunities (plan an event, lead a committee, be an officer).
- Show you appreciate them! Celebrate birthdays & accomplishments.
- Use teambuilding activities so the group can learn to work together and get to know each other.
- Have social events just for the members-go bowling, play mini- golf, pizza & movie night, etc.
- Use a point system to recognize people for their hard work.
- Get to know your members and what they want to get out of their membership. Then tailor activities to their individual needs.

If your organization consists of apathetic members and they tend to quit, it is time to evaluate the organization's effectiveness. To do so, you need to answer the following questions:

- Does your organization match individual goals with group goals? Are your goals clear to the members?
- Do your members know what is expected of them?
- Does your organization share leadership and participation among all the members? Is delegation important to your organization?
- Does your organization stress communication as a two-way street and encourage the expression of both ideas and feelings? Do your members feel free to express their opinions?
- Does your organization deal with conflict in a positive manner? Is it acknowledged or hidden? Are members encouraged to talk about the problem?
- Does your organization include members in the decision-making process?

If you answered no to most of these questions, then you and your members need to review the organization's structure and develop ways in which members are included in the organization's operation. The end result is a dedicated and active member.

## **Group Discussion**

Group discussions can create the opportunity for everyone in the group to be heard. Speak only for yourself and let others speak for themselves. You don't know how others really feel until you ask them.

Make sure you know what the other person means before agreeing or disagreeing. If in doubt, ask questions; paraphrase what you thought was said. If you misunderstood, the speaker will correct you.

Do not ignore any contributions. If a member speaks, he/she needs to know the effect of what he/she said on others in the group. If his/her contribution is ignored, he/she will wonder:

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Didn't they hear me? Don't they understand me? Did I raise an issue they don't want to discuss? Do they disagree with me? Did I hurt someone's feelings? If a member is unsure if his/her voice will be heard or understood, he/she may not be willing to bring an issue to the table and valuable input may be lost.

Ways to encourage open discussion:

- Pay attention and listen.
- Paraphrase what you heard discussed.
- Ask relevant questions
- Show that you accept strong feelings.
- Take responsibility for your own feeling

Any organization that conducts a business meeting should become familiar with basic parliamentary procedure (Appendix p. 87). Remember, parliamentary procedure should help you run your meetings, not hinder your progress. Use it wisely, but do not get so caught up in it that it gets in the way of conducting business.