

SAMPLE BOARD MEETING AGENDA

Note: Modified from the AICI New York Tri-State Chapter template

____th Board Meeting

Board Term: 2009 - 2010

Date

Time

Location

Attendees:

Preparation:

Items to bring:

6:00 – 6:15 pm	Welcome & Refreshments	Notes
6:15 – 6:30 pm	Call meeting to order Attendance Approval or changes to Board Meeting minutes Minutes approved and seconded by _____	
6:30 – 6:45 pm	New Business Discussion of Tasks/Responsibilities	
6:45 – 8:30 pm	Chapter Reports/Open Issues President-Elect VP Communications VP Marketing VP Programs VP Membership Treasurer Secretary VP Education Immediate Past President President	
8:30 pm	Adjourn	

BOARD MEETING ATTENDANCE TRACKER

Note: to be used as a master attendance sheet by the President or Secretary

Date

Meeting #

Board/committee member	1	2	3	4	5	6	7	8	9	10	11	12	13	14

ROBERTS RULES OF ORDER

Agenda ensures that important business is covered and discussions are on topic.

Motions are proposals for action. They begin with: "I move we..."

A **Second** is required for the motion to be discussed.

Amendments may be made to most motions if they improve the intent or clarify the original motions.

Tabling lays the motion aside.

Calling the Question refers to ending the discussion and voting on the motion.

Voting is the official action after discussion to adopt, amend, kill or table the motion.

Minutes protect the organization by recording the time and location of the meeting, participants and the outcome of the motions. They are not a place to record conversations, assignments, reports, etc.

Quorum is the number of directors required to conduct business.

The President and Executive Director may not make motions, second motions or vote.

They may, however, call to "entertain a motion."

Adapted from *ABC's of Parliamentary Procedure*.