

**ABATE OF OHIO, INC.**  
**SAMPLE MEETING AGENDA**

ABATE of Ohio, Inc.  
(Description) Meeting  
Agenda  
Month dd, yyyy at Time  
(Description of Location)

**Call to Order**

**Pledge of Allegiance**

**Moment of Silence**

**Roll Call**

**Introduction of Guests**

**Minutes of Last Meeting and Approval**

**Old Business:**

(list of continuing board items from minutes of last meeting)

**Officer Reports:**

(list of reports from elected/appointed officers)  
(treasurer's report requires vote of approval)

**New Business:**

(list of board items that have not been previously discussed and are developed enough to warrant discussion)

**Remarks for the Good of the Order:**

(bits of news or information)  
(ideas not developed enough to be considered New Business)

**Adjournment**

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**Characteristics:**

1. Category: Board.
2. Established by: Bylaws Article II: Board Meetings.
3. Purpose: To demonstrate a sample meeting agenda.
4. Audience: Any person chairing a meeting.
5. Required? Suggested.

**Directions:**

1. All decisions require a motion, a second and a vote. A simple majority will carry the motion.

**Special Cases:**

1. Remember this is a sample; develop what works for your board or committee.
2. This form is to be used in parallel with Sample Meeting Minutes (F025).

**Handling:**

1. Develop and distribute before the meeting.