

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.