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.*