

RSO ADVISOR

Sample Meeting Agenda

I. Call to order

The Chairperson says, "The meeting will please come to order."

II. Roll Call

Members say "present" as their name is called by the Secretary.

III. Minutes

The Secretary reads a record of the last meeting.

IV. Officers' Reports

Officers give a report to the organization when called on, usually limited to a time if necessary.

V. Committee Reports

First come reports from "standing" committees or permanent committees, then "ad hoc" or special committees.

VI. Special Reports

Important business previously designated for consideration at this meeting.

VII. Old Business

Items left over from previous meetings.

VIII. New Business

Introduction of new topics.

IX. Announcements

Informing the assembly of other subjects and events.

X. Adjournment

The meeting ends by a vote or general consent.

Adapted from Advising Your Hall Governing Board, Kansas State University, Department of Housing and Dining, 2003. As shown in ACPA Advisor Manual 6.2009