

Sample Council Meeting Agenda

Date: Friday, November 30, 2009

Time: 1:00 – 4:00 pm

Place: Facility name, city/state

Meeting called by: Chair or ViceChair

Type of meeting: Professional development/business meeting

Attendees: CUES XXX Council members and guests

Facilitator: generally Chair or ViceChair

Minutes by: generally Secretary

Agenda Items

Call to Order/Meeting Overview – Chair or ViceChair

Acknowledge guests and VIPs in attendance – Chair or ViceChair

Roll call or self introductions – Chair or ViceChair

Establishment of quorum present – Secretary

Reading and approval of Minutes – Secretary

Financial statement - Treasurer

Reports – Officers and committee chairs – Committee Chairs

Announcements – Chair or ViceChair

Unfinished/Old business – Chair or ViceChair

New business – Chair or ViceChair

Elections (if applicable) – Nominating Committee

Program – Guest speaker

Announcement of next meeting – Chair or ViceChair

Adjournment – Chair or ViceChair