

# A Brief Order of Procedures

## AGENDA: THE ORDER OF BUSINESS

**Agenda – The official list of items of business planned for consideration during a meeting or convention.**

- The president and secretary jointly prepare an agenda. This includes details under the major headings. It is good practice to include the agenda outline in the announcement of the meeting.
- An agenda is flexible, and items may be changed or omitted by the presiding officer, by unanimous consent or a majority vote.
- If the bylaws do not include an order of business, parliamentary laws has established the following patterns:
  - Call to Order/Prayer
  - Roll Call
  - Reading, Correction, Approval or Disposition of Minutes of Previous Meetings
  - Reports of Officers
  - Reports of Special Committees
  - Unfinished Business
  - New Business
  - Announcements/"Good and Welfare"
  - Adjournment