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Example Meeting Agenda

[Insert school name here] STUDENT Y

CHAPTER MEETING AGENDA

Date:

Old Business: Items that were left unresolved at end of last meeting

Item Description- *Ex: KUNA Fee Collection Final Date*

New Business: Items being brought to the table for the first time

Item Description- *Ex: WE Day Lunch Orders*

Action Items: Items that need to be voted on/decided during the meeting

Item to be voted on: *Ex: Student Y T-Shirt Design*

Brief Description: *Ex. We have three different design submissions for the year.*

Options for selection *Ex. The three designs are projected on the screen. Raise your hand for option 1 (repeat)*

Follow-up necessary: *Ex. _____ will take orders, collect \$, and submit the design for print*

Items from the Floor: Items that members would like to bring to the table before the close of the meeting

Ex: Student wants to propose an idea for a service project/fundraiser, celebrating a birthday, etc.

Shout-outs: Telling each other how AWESOME you are!

Determine how long you would like to spend on shout-outs

Ex: We will spend 5 minutes on shout-outs today

Motion to close meeting and accept decisions from meeting

Ex: Can I get a motion to close the meeting and accept the actions completed at this meeting? Second?

Close meeting

Announce the time and date of the next meeting