



What's a Snippet? Glad you asked! A Snippet is short article about meetings or parliamentary procedure. New snippets are released on the first day of every month at www.agreatmeeting.com.



Snippet #129 Agenda Checklist

In Snippet #115, Agenda Development, we explained how to take the items of business for a meeting and arrange them to suit the purpose of the meeting. But where do we get those items? From the agenda checklist!

Every meeting is a little bit different, and some things might be handled only periodically. If you use the previous month's agenda and try to update it, you might miss an important item. Below is a checklist to help you make sure your agenda is complete for every meeting.

- What type of meeting is this?
If it is a special meeting, you don't approve minutes of the previous regular meeting. If it is an annual meeting, there is no unfinished business.
- Does the secretary have the minutes ready?
If the minutes are not sent in advance, they must be read at the meeting before approval.
- Does the treasurer have a financial report ready to present?
Remember – the financial reports are NOT adopted, but filed for audit.
- Do any officers or standing committee chairs have actions to propose?
If not, they only report at the annual meeting on the activities for the full year. It's helpful to have the proposed actions written out in advance of the meeting.
- Are any special committee reports due? Will any actions be proposed? What are they?
Make sure you know what's coming from your committees so you can plan your time.
- Were any agenda items not reached at the time the last meeting adjourned?
If you completed your agenda, there is no unfinished or "old" business! You might have an update on a current project, but this is an announcement if there's no decision to be made.
- Was anything postponed to this meeting?
If an item was postponed from the last meeting to this one, it comes up automatically and consideration is resumed where you left off.
- Do the bylaws or other rules require that something be done at this meeting?
Is this the month you need to set up a nominating committee or audit committee?
- Do you need to provide for public comment?
Public comment is not for discussion and debate on the assembly's business. It should be set for a specific time and operate under preset rules that are fair and transparent.
- Do the items support the strategic direction?
Don't forget, the purpose of any meeting: to make decisions and take actions leading the organization toward fulfilling its mission.
- How does this meeting promote the organization's progress?
What will the members say was the reason for having this meeting? What will they say was accomplished?

Every meeting is an opportunity, and every agenda is the foundation of the meeting. Set your board or members up for success – give them a well-planned roadmap.