



Agenda Checklist

- What type of meeting is this? Are there special requirements?
- Are the minutes ready for approval?
- Are the financial reports ready to present?
- Do any officers or standing committees have actions to propose?
NOTE: if not, they only report at the annual meeting.
- Are any special committee reports due? What actions will be proposed?
- Were any agenda items not reached before the last meeting adjourned?
NOTE: this is only for monthly or quarterly meetings, not annual meetings.
- Was anything postponed to this meeting?
- Do you need to provide for public comment?
- Do the bylaws or other rules require something to be done at this meeting?
- Does the annual planning calendar indicate something for this meeting?
- What items support the strategic direction?
- How does this meeting promote the organization's purpose?
- Is the agenda customized for the actions to be taken?
- Are there any issues that might come up with no warning?