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## AGENDA

### *Group Meeting*

### *Day, Date, Year*

### *Time*

### *Place*

1. <b>Call to Order</b>	<i>Name of Presiding Officer</i>		
2. <b>Approval of Minutes</b> ▪ <i>Date of Minutes to be Approved</i>	<i>Name of Presiding Officer</i>	Enc.	Action
3. <b>Reports of Officers</b> ▪ President ▪ Vice President ▪ Secretary ▪ Treasurer	<i>Name of Presiding Officer</i> <i>Name of President</i> <i>Name of Vice President</i> <i>Name of Secretary</i> <i>Name of Treasurer</i>	Enc.	Info
4. <b>Committee Reports</b> ▪ <i>List here the names of your Standing Committees, as they are listed in your bylaws. When finished, this section should look similar to #3 above with the name of the committee chairman in the second column.</i> ▪ <i>List here the names of your Special Committees, in the order they were created and place same information you had for standing committees. Any committee that has a recommendation in their committee report that needs to be voted on at the meeting should have “Action” in the last column.</i>	<i>Name of Presiding Officer</i>		
5. <b>Unfinished Business</b> ▪ <i>The only items that are listed here are items that were on the previous agenda and not finished or that were Postponed from the previous meeting. Just because you discussed an issue before at a previous meeting does not give it priority to be placed as Unfinished Business</i>	<i>Name of Presiding Officer</i>		
6. <b>New Business</b>	<i>Name of Presiding Officer</i>		

**INCLUDE AT THE BOTTOM OF THE AGENDA THE DATE, TIME, AND PLACE OF THE NEXT MEETING**