

Sample agenda *(with suggestions for the minute-taker):*

Public Service Alliance of Canada *(name of organization)*

Lethbridge Area Council *(name of council, committee or Local)*

Annual General Meeting *(Type of meeting)*

January 30, 2014 **PSAC Lethbridge RO** *(date and location of meeting)*

In attendance: *(record the names of all members of the council, committee or Local that are present) i.e.*

Sally Smith
Carol Cole
Harriet Hubbard

Bob Brown
Albert Anderson
Victoria Viscount

Mary Martin
Thomas Townsend

Regrets: *(record the names of any council, committee or Local members who advised, ahead of time, that they wouldn't be at the meeting) i.e.*

David Duckling

Rhoda Richards

Norman Nunsuch

Guests: *(record the names of any special guests who are not members of the committee) i.e.*

Bob White

Shirley Carr

Nancy Rich

1. Call to Order:

Record the name of who called the meeting to order – usually the chairperson or president – and the time the meeting started.

2. Approval of the Agenda:

Record the names of the mover and seconder, and whether or not the motion passed. i.e.:

M/S/C Smith/Anderson/carried

In this case, Sally Smith moved adoption of the agenda (M), and her motion was seconded by Albert Anderson (S). The members at the meeting voted, and the motion was carried (C) by whatever majority was necessary for this type of motion (i.e. simple majority).

3. Review and approval of the previous meeting's agenda: m/s/c

Members who were at the previous meeting can identify errors or omissions in the minutes and the note-taker will record them. The motion to approve the minutes is the same format as in #2 above i.e. M/S/C

4. Reports:

Reports should be moved by the writer, and seconded, but are not debatable or amendable)

4.1 Chairperson's report:

If it's a written report it should be attached, electronically, to the minutes; if it's a verbal report the highlights should be recorded in the minutes.

4.2 Treasurer's report:

This report should always be in writing and should be attached to the minutes.

4.3 Other committee reports:

Name the reports i.e. Political Action sub-committee; Community Garden sub-committee, and either attach them to the minutes or report the highlights of the report in the minutes.

5. Previous business:

This includes only business that has been previously discussed by the committee i.e.

- 5.1 Community BBQ
- 5.2 Solidarity action with CUPE
- 5.3 Prairie Region Convention

6. New business:

This is only business that has not been previously discussed by the committee i.e.

- 6.1 May Day parade
- 6.2 Fall PSAC Prairie Union School
- 6.3 Community Garden

7. Actions:

*This is a simple way to track decisions that require actions. Record them as they happen in the agenda, then recap them for the **group at this part of the agenda**. If possible, include where they were discussed in the agenda) i.e.*

Who	What	When
Albert	Meet with CUPE and report back via e-mail (5.2)	Feb 20
Victoria	Recruit convention delegates for resolution training (5.3)	Feb 15
Mary	Buy seeds for the community garden (6.3)	April 15

8. Election of Prairie Region Convention delegate:

Record the name of the successful candidate(s) and their nominator and seconder) i.e.

Delegate: Sally Smith (Hubbard/Cole)
1st Alternate: Carol Cole (Brown/Viscount)
2nd Alternate: Victoria Viscount (Townsend/Martin)

9. Next meeting date, time and location:

If at all possible, select meeting dates while the committee members are there i.e.

February 25, 2014 5:30 p.m. PSAC Lethbridge RO

10. Agenda for next meeting:

Having this on the agenda will help the chairperson gather items for the next meeting, and ensure members are consulted about what goes on the agenda)

11. Adjournment:

Record the time the meeting was adjourned.