

## Sample Meeting Agendas

- I. Call meeting to Order**
  - A. Appoint Time Keeper*
  - B. Establish presence of quorum*
- II. Reading and Approval of Minutes**
- III. Reports of Officers and Standing Committees**
- IV. Reports of Special Committees**
- V. Special Orders**
- VI. Unfinished Business and General Orders**
- VII. New Business**
- VIII. Introduce new faces members / visitors**

NATIONAL ASSOCIATION OF ORTHOPAEDIC NURSES  
 Chapter ## Meeting Agenda  
**Monday, December 18, 2006**  
 8 p.m. Central Time

TIME	TOPIC	Topic Leader
2000-2010	Call to Order <ul style="list-style-type: none"> <li>• Appoint Time Keeper</li> <li>• Establish presence or lack of quorum</li> </ul>	President
2010-2020	Reading and approval of Minutes	Secretary
2020-2040	Reports of Officers and Standing Committees <ul style="list-style-type: none"> <li>• Treasurer Report</li> <li>• Education and Programming Committee Report</li> <li>• Membership Committee Report</li> </ul>	Officers and Committee Chairs
2040-2045	Reports of Special Committees <ul style="list-style-type: none"> <li>• Fundraising Committee Report</li> </ul>	Committee Chair
2045-2050	Special Orders	President
2050-2105	Unfinished Business and General Orders	President
2105-2115	New Business <ul style="list-style-type: none"> <li>• Announcements</li> <li>• National news</li> </ul>	President

**Next Meeting:**  
**8 p.m. Central Time on 1/16/07**  
 Location: