I. Call to order
   The Chairperson says, “The meeting will please come to order.”

II. Roll Call
   Members say “present” as their name is called by the Secretary.

III. Minutes
   The Secretary reads a record of the last meeting.

IV. Officers’ Reports
   Officers give a report to the organization when called on, usually limited to a time if necessary.

V. Committee Reports
   First come reports from “standing” committees or permanent committees, then “ad hoc” or special committees.

VI. Special Reports
   Important business previously designated for consideration at this meeting.

VII. Old Business
   Items left over from previous meetings.

VIII. New Business
   Introduction of new topics.

IX. Announcements
   Informing the assembly of other subjects and events.

X. Adjournment
   The meeting ends by a vote or general consent.

Adapted from Advising Your Hall Governing Board, Kansas State University, Department of Housing and Dining, 2003. As shown in ACPA Advisor Manual 6.2009