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## APPENDIX M – SAMPLE AGENDA PROCEDURE

| Agenda Item                                | What to do / What to say                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| 1. Call to Order                           | <i>“I call to order this meeting of the <u>NAME</u> Library Board on <u>DATE</u> at <u>TIME</u>.”</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. Opening Ceremonies                      | The Board may open the meeting with an invocation and a recitation of the Pledge of Allegiance, in that order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3. Roll Call and Introductions             | <p>Option 1</p> <ul style="list-style-type: none"><li>• Call Board Members present by name.</li><li>• Name excused or absent Board Members.</li><li>• Introduce visitors.</li></ul> <p>Option 2</p> <ul style="list-style-type: none"><li>• Ask Board Members and visitors to introduce themselves.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4. Approval of Minutes of Previous Meeting | <p><i>“Does anyone have corrections or clarifications for the minutes of <u>DATE</u>?”</i></p> <ul style="list-style-type: none"><li>• If YES: Discuss the corrections or clarifications and enter those into the minutes.</li><li>• If NO or AFTER the corrections are made:<ul style="list-style-type: none"><li>○ <i>“Do I have a motion to adopt the (amended) minutes of <u>DATE</u>? ... I have a motion from <u>NAME</u> ... Is there a second? <u>NAME</u> has seconded the motion.”</i></li></ul></li><li>• Take a roll call vote.<ul style="list-style-type: none"><li>○ Option 1<ul style="list-style-type: none"><li>▪ Roll Call Vote: Call each present member by name and have them give a “yea” or “nay” vote.<ul style="list-style-type: none"><li>• If the majority vote in favor say <i>“Minutes of <u>DATE</u> stand approved.”</i></li><li>• If not, go back and repeat amendment procedure (noted above).</li><li>• Take a new vote.</li></ul></li></ul></li><li>○ Option 2<ul style="list-style-type: none"><li>▪ “Those in favor to adopt the (amended) minutes of DATE say “Aye.” Count the affirmative votes.</li><li>▪ “Those opposed say “Nay.” Count the negative votes.<ul style="list-style-type: none"><li>• If the majority vote in favor say “The ‘Ayes’ have it. The minutes of DATE stand approved.”</li><li>• If not, say “The ‘Nays’ have it. The minutes of DATE are not approved.” Go back and repeat amendment procedure (noted above).</li><li>• Take a new vote.</li></ul></li></ul></li></ul></li></ul> |