

A Model Business Meeting Agenda

The meeting starts with the Chair establishing for the record that there is a quorum.

Strategic Issues

While everyone is the freshest they will be for this meeting, discuss the future. Take up strategic issues (not reports of strategic plan progress). Decisions are not expected from these discussions; over time discussion narrows so one day there may be a proposal to act upon.

Consent Agenda

In one vote the board approves routine items that do not require discussion: e.g. minutes; board ratifies decisions delegated by the board to management or a committee that regulator/authorities do not agree can be delegated. For directors to prepare for each item there are documents attached. Your rules of order describe how a director can remove an item for discussion. However, these consent items do not require documentation: approve this agenda, the time to adjourn this meeting, and set/confirm the dates/times/places of future meetings.

Action Items

These are decisions for the board to act on after discussion and debate. In a *governing* board (leadership), most of these will be amendments to Governance Policies and the Strategic Plan (mission, vision and enterprise-level strategies). In a managing board, this will include operational decisions. “Old Business”—action items unfinished at a prior meeting—head the list.

Discussion Items

Tactical and operational issues that help inform the board even if the decision will be made by management. Board decisions are not expected; discussion narrows choice so management benefits from the wisdom of directors, and direction from the board, before taking action. Expand to include committee and other reports ONLY if they must be verbal and cannot be written and delivered separately.

Future Items

Directors and managers offer suggestions for future business meetings.

Meeting Evaluation. The chair requests feedback.

Adjourn

Flesh out these agenda items in your own Governance Policies, and support them with your own adopted Rules of Order, where your bylaws do not specify another (www.danclark.com >>Resources Ideas and Tools; also related articles on the same resource page. Check my blog too.