

 **SAMPLE MEETING AGENDA****Executive Board Meeting
Agenda
[DATE]**

- I. Call to order - President
- II. Procedural items
 - a. Pledge of Allegiance - Parliamentarian
 - b. FBLA pledge - Parliamentarian
 - c. Roll call - Secretary
- III. Reading and approval of minutes
- IV. Reports of offices, boards, and standing committees
 - a. Treasurer's report - Treasurer
 - b. Approval of bills to be paid - Treasurer
- V. Unfinished business
 - a. Updates on chapter website
 - b. Articles
- VI. New business
 - a. Reviewing officer duties
 - b. Awards and installations banquet and evaluation
 - c. Incoming/outgoing officer dinner
 - d. Middle school recruitment
 - e. Local chapter officer summit
- VII. Announcements
- VIII. Adjournment - President