**Zonta Club of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Meeting Agenda**

**October 12, 2016**

I. Order of Business

* Welcome and Introductions
* Overview of Agenda/Presentations
* Approval of Agenda
* Approval of Minutes for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Treasurer Report (Accept)

II. Consent Agenda

1. Officer Reports
2. Committee Reports/Updates
3. Scheduling Requests
4. Routine Correspondence

III. Unfinished Business

1. Items for Decision Making

Item #1 = Cost to Charge for Seminar

Item #2 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item #3 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Items for Information/Discussion

Item #1 = Workshops

Item #2 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item #3 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IV. New Business

V. Announcements

1. Next Meeting
2. Other Announcements
3. Adjournment

**CONSENT AGENDA**

**“Time Saver”**

* An agenda category that includes a list of routine, uncontroversial items that can be approved with a single motion, no discussion, and one vote.
* The key to consent effectiveness there is no discussion of that item.
* Consent agenda requires that materials be provided in plenty of time for members to read.
* For items that require clarification or which a member has a question, that clarification must be requested before the meeting. An item cannot be pulled from the consent agenda just to have a question answered.
* If there is an item about which a member disagrees, or believes that item requires discussion, then a request is made at the meeting to pull that one item from consent agenda, and add it to the regular agenda as an item to be discussed.

The reminder of the consent agenda items are votes on and approved.

**VOTE (No Item Change)**

Member : I move to approve the consent agenda.

Another Member : I will second that motion.

Chair : There is a motion and a second to approve the consent agenda.

All in favor, signify by saying “Aye”.

**VOTE (Item Request To Be Pulled)**

Ms. Chairman, I would like to request that item “C” be pulled from the consent agenda for discussion.

Chair : All in favor of approving the agenda, minus “C”, signify by saying “Aye”.

Chair : The item “C” will be discuss as a regular discussion item.

Chair : Are there any other item to be removed? If there are none (then take a vote).

* There is no discussion or amendment of this motion.