

Robert's Rules of Order agenda template

I. Call to order

II. Approval of previous meeting minutes

III. Consent agenda

IV. Standing committee reports:

1. Treasurer's report
 2. Executive director's report
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V. Special committee reports

1. Audit committee report
 2. IT innovation committee report
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VI. Special orders

1. Elect risk management committee chair
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VII. Old business and general orders

1. Approve supply management software choices
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VIII. New business

1. Review common components of IT systems
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IX. Announcement

X. Adjournment
