



## Preparing an Agenda

When the president and/or Youth league supervisor plans ahead, meetings are smooth and efficient. The president and/or Youth league supervisor should prepare an agenda outlining scheduled business with the help of the secretary and/or Youth league official. This is a sample agenda:

1. Call to order.
2. Roll call of officers and team captains.
3. Action on minutes of last meeting (read by secretary and/or Youth league official).
4. Treasurer's and/or Youth league official's report.
5. Committee reports.
6. Correspondence.
7. Unfinished business.
8. New business.
9. Business for which the meeting is called.

**Example:** Adopting or discussing of league rules, including those where an option is available to the league (at first meeting), or election of officers (at end of season meeting).

10. Other business.
11. Adjournment.
12. Once the president and/or Youth league supervisor plans an agenda, it is simple to conduct a meeting. Keep in mind that for all members to participate and hear, only one person should be permitted to speak at a time. Keep order by using common sense, courtesy, fairness and cooperation.

