

**Name of Group**

**Meeting Notice & Agenda**

 Month Day, Year

00:00 a.m./p.m. – 00:00 a.m./p.m. (Time Zone)

Teams Conference Call/Location

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| **Our Purpose**We improve people's quality of life through infrastructure development.**Mission**We empower professionals by elevating ethics, learning and a standard of excellence within the global infrastructure real estate community. |
| **Core Values*** **Integrity:** We are role models who embody the highest standard of ethical practice.
* **Excellence:** We constantly improve our products, our services and ourselves.
* **Flexibility:** We embrace our continually changing environment to adapt to the needs of our stakeholders.
* **Collaboration:** We engage our members, partners and other stakeholders to build a shared body of knowledge and experience.
* **Leadership:** We shape our future through courage, clarity and transparency.
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|  | **Call to Order*** Presiding officer opens the session with: *“The meeting will come to order.”*
* Secretary takes roll call, noting those in attendance. After taking roll, the secretary identifies if there is a quorum.

\*If there is no quorum, attendees can vote to adjourn the meeting or break to set a new time. ANY VOTES TAKEN OTHER THAN THIS ARE NULL AND VOID WITHOUT A QUORUM. |
|  | **Reading and Approval of Minutes** * After roll call, the presiding officer states, *“The secretary’s draft of the minutes from the last meeting on (insert date) was sent to everyone on (insert date). Are there any corrections to the minutes as distributed?”*
* If none, or after an amendment, the presiding officer states, *“If there are no (further) corrections, the minutes stand and are approved as distributed. In accordance with Robert’s Rules of Order, the meeting can only continue when minutes from the previous meeting are approved.”*

Next, the presiding officer states, *“The next order of business is officer reports.”* |
| **3.** | **Reports of Officers*** The leadership reports are given here, including the treasurer’s report. The presiding officer invites each officer from the floor to share tasks/actions since the last meeting and outstanding tasks.
* Any motions raised due to these reports, relevant motions or debates can happen at this point.
* Presiding officer should state, *“The next order of business is reports from our committees.”*
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| **4.** | **Reports from Special Committees*** Any motions from committee reports DO NOT NEED TO BE SECONDED because they come as a recommendation from the majority of the group, rather than one individual.
* Presiding officer should state, *“I recognize (insert name) for the (insert committee name) report.”*

\*Depending on the meeting group, this is where other groups such as Region or Chapter reports can be recognized by the presiding officer. |
| **5.** | **Special Orders*** Use only for special business (e.g., upcoming nominations or elections within the group).
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| **6.** | **Unfinished Business and General Orders*** Presiding officer should state *“Is there another important matter or unfinished business to come before the meeting?”*
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| **7.** | **New Business*** Generally, the bulk of the meeting is here. All member able to raise motions here. Examples of new business would include: discussion of hosting upcoming events such as region forums; information sharing on relevant association/industry news, etc.
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| **8.** | **Announcements*** Use this time for general member updates or announcements.
* After general member updates/announcements, plan a date, time and location for the next regular meeting while the quorum is present.
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| **9.** | **Adjournment** * Robert’s Rules of Order state the meeting is closed by the presiding officer. A vote or motion is required to close the meeting.
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\*Please note, under Robert’s Rules of Order, the agenda is initially prepared by the secretary and approved by the presiding officer. The adoption of the agenda for each meeting should be voted on by majority at the beginning of the meeting to become binding. It can be changed later with a two-thirds majority vote, unanimous consent or general consent.