

Date meeting is to be held  
Time the meeting is scheduled. Example 6:00 PM - 8:00 PM  
Place.  
Address and/or directions

## **Sample AGENDA for Neighborhood Association Meetings**

### Meeting Purpose:

Describe why the meeting is being held? For example, General Membership Officer's Election. Or, Introduction of the Parks and Recreation District Neighborhood Parks Plan.

If you are holding a committee meeting or officer's meeting you will want to list who is expected to be at your meeting here. If it is a general membership meeting, make sure your greeter(s) sign people in and use the sample attendance form.

### Facilitator:

Who will be conducting the meeting? This will usually be your Neighborhood Association President. Be sure to include the facilitator's name and e-mail address or phone number

### Working Tools:

You may omit this category if you do not plan on having handouts to give to members.

Example:

Officer's ballot

Bylaw Committee's recommended bylaws

Time: Discussion Topic and who will be presiding over this topic:

For Example:

6:00-6:15 Introduction of Recommended Bylaws  
Office of Neighborhood Association Coordinator

6:15-7:45 Discussion of Bylaws  
Jane Doe, Bylaw Committee Chair

7:45-8:00 Conclusions and Discussion of Agenda items for next meeting  
Jane Doe, Bylaw Committee Chair

### Next meeting:

Date

Time

Place

Topic: Example: General membership meeting. Discuss the Bylaw Committee's Recommendation for the Bylaws. Working Tools: Completed Committee Bylaws