

Sample Agendas

An agenda that needs work:

DLC XXX COPE COMMITTEE

JULY 1

7:00 PM

AGENDA

1. Call to Order, minutes
2. Introductions
3. Reports
4. Old Business
5. New Business
6. Announcements
7. Adjourn

A better way:

DLC XXX COPE COMMITTEE MEETING

THURSDAY, JULY 1

7:00 PM - 8:50 PM

Local XXX Meeting Hall

1234 Union Ave.

Any City, State

For more information, contact: Chris Union 555-1234

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|-----------|---|
| 7:00 PM | Opening of the meeting
Introductions of Committee and Union Officers
Overview of Agenda
Minutes of the last meeting |
| 7:15-7:45 | Introduction of Congressperson X, who will speak on issues of concern to our members |
| 7:45-8:00 | Questions and Answers |
| 8:00-8:30 | Reports:
<div style="margin-left: 20px;">Voter Registration Subcommittee
 - Pat Martin reporting on non-members</div> <div style="margin-left: 20px;">Lobbying Subcommittee
 - Reese Smith reporting on plans for next month's trip to State Capitol</div> |
| 8:30-8:45 | Decisions to be made:
- How do we approach non-members?
- What should our top three legislative issues be for next year?
- How can we recruit more people to go to the Capitol? |
| 8:45 | Set date of next meeting and adjourn |