

Sample Agenda

Compiled from samples by Tree Bressen (www.treegroup.info); Beatrice Briggs's booklet, Introduction to Consensus (www.iifac.org); and agenda methods at Earthaven Ecovillage.

Roles:

Facilitator: _____ Timekeeper: _____

Minute-taker: _____ Scribe: _____

Agenda Planner(s): _____ Other roles (Gatekeeper, Vibeswatcher, etc.): _____

(Proposed) Agenda

- Opening Circle
- Welcome, Introductions
- Meeting Agreements/Ground Rules
- Agenda Review
- Committee Reports
- Minutes Corrections/Task Review
- Announcements/Calendar*

Item (proposals, general discussion items)	Presenter	Type	Time
1. _____ (name of Proposal)	_____(name)_____	_____(I, D, PD, or ED)_____	<u>i.e.: 20 mins</u>
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Break (every 90 minutes – more often if necessary)

Announcements/Calendar*

4. _____	_____	_____	_____
5. _____	_____	_____	_____

Next meeting (date/time/location, facilitator/agenda planners/agenda items)

- Evaluation
- Thanks
- Closing Circle

Total Agenda Time: _____

Discretionary Time: _____ (optional)

Process Time: _____ (optional)

* Put Announcements/Calendar in only one of these possible locations
(I – Introduction, D – Discussion, PD – Possible Decision, ED – Expected Decision)

Agenda Item Order & Pacing

Adopted from Tree Bressen's handout, "Sample Agendas." (See below.)

FOR A 1-1/2 HOUR MEETING:

Item	Presenter	Type <i>(I, D, PD, ED)</i>	Time
Opening			5
Meeting Guidelines	Facilitator		5
Agenda Review	Facilitator		5
Short successful easy item	Person's name	PD	10
Big, difficult item	Person's name	PD	30
Moderate item	Person's name	I, D	20
Appointments, Next Meeting			5
Evaluations	Facilitator		5
Closing			5

FOR A TWO-HOUR MEETING:

Item	Presenter	Type <i>(I, D, PD, ED)</i>	Time
Welcome, Check-ins, Ground Rules			20
Agenda Review	Facilitator		5
Short successful easy item	Person's name	PD	10
Big, difficult item	Person's name	D	40
Announcements			5
<i>Break</i>			<i>10</i>
Medium item	Person's name	D, PD	20
Evaluations, Check-Outs	Facilitator		10

Tree Bressen, facilitator and teacher, has been assisting intentional communities, nonprofits, and other organizations with group process since 1994. Pages from her website are available for copying and distribution free of charge as long as these credit lines and contact information are included. Tree lives in Eugene, Oregon.

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