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# How to Run a People First Meeting

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## Guidelines for the Agenda

- I. Call to Order—The president of the chapter calls the meeting to order.
- II. Roll Call or Introductions—Each member says his or her own name, or it is read aloud.
- III. The Minutes—The secretary reads the minutes of the last meeting. The president asks for a motion to accept the minutes as read. The members vote.
- IV. The Treasurer’s Report—The treasurer gives a report about money—where the money is going and how much money is coming in and how much money is in the bank.
- V. Old Business—The president discusses the old business. These are things that have been talked about before, but they are not done. Sometimes the president will ask for committee reports at this time.
- VI. New business—The president leads a discussion of new business. These are ideas that have not been talked about before.
- VII. Announcements—This is the portion of the meeting when people can make announcements about their own news, or news of interest to all of the members. The president will remind members of upcoming events.
- VIII. The Program—This time is to learn new things or do an activity together. There may be a guest speaker, a video, a project, or just a discussion on a topic of interest to the members of the People First chapter.
- IX. Adjourn meeting—The president taps the gavel, and adjourns the meeting.
- X. Refreshments—Many People First groups bring snacks to share after the meeting. This is a social time during which members just talk and relax together.

For further questions contact us at  
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