OFFICE SYMBOL Date

MEMORANDUM FOR RECORD

SUBJECT: BOSS Meeting Agenda for XXXX

1. Call to Order. Welcome attendees to the meeting and give overview of the objectives.

2. Roll Call. Units in attendance. This also determines if a quorum is met; for BOSS programs, a minimum of three (3) voting members is required to hold a quorum. Usually, a simple majority to approve or deny a motion. For a full list of exceptions, refer to “Robert’s Rules of Order.”

3. Approval of Minutes. Presentation of the minutes from the previous meeting should be reviewed and motioned for approval. Copies of previous meeting minutes should be distributed at this time, if not previously done.

4. Reports of Officers. Any specific work conducted by officers should be presented here.

5. Reports of Committees. Any current committees should report their work here. This may be further divided into standing committees and special, or ADHOC committees, as necessary.

6. Old Business. Old business is an opportunity to give the committee a status on issues, events, and any other unfinished business. Subcommittees should make presentations appropriate to any issues which fall under their purview not specifically discussed previously.

7. New Business. New business allows committee members the opportunity to bring up issues and ideas not currently being worked on. This is also the time for any special guests to speak unless they directly relate to other business. Additionally, time for questions and answers, as well as quality of life issues, should occur during this time.

8. Announcements. Announcing upcoming events and activities acts as a reminder to committee members for events that may be sponsored by the BOSS committee or within the community that may be of interest to single Soldiers.

9. “Good of the Order.” This section allows for specific suggestions, constructive criticism, and thus an attempt in good faith to rectify wrongs. In essence, this is the last opportunity to address an issue which may have been missed during new business, traditionally director towards circumstances surrounding the conduct of the meeting itself. For example, if meetings are being delayed due to absences, it may be presented that for the good of the order an alternate location be used or an alternate person be assigned a specific responsibility; this is different than calling to replace someone, which should be conducted in new business. It is important to note that no tabled, postponed, referred, defeated, or otherwise disposed of motion acted on by the body can be reintroduced under good of the order, as this would circumvent the assembly’s previous action thereon.

10. Adjournment. The meeting is motioned for adjournment and Soldiers are thanked for coming to the meeting. This also indicates when any subcommittee may conduct internal meetings to discuss new information from this meeting.

11. The point of contact for this memorandum is RANK First MI. Last (1SG or CDR) at Phone Number or Email address.

JOHN A. SMITH  
 SPC, USA  
 Fort Hooah BOSS President