

Agendas, Minutes, and Parliamentary Procedure

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Agenda Preparation (pages 2-3)

- Definition and Purposes
- Who Cares about Agendas?
- Preparation of Agendas
- Distribution of Agendas
- Consent Agendas
- Special Situations
- For more information, please see Chapter 1 in the Municipal Clerks' M.O.R.E. Manual, on the Municipal Clerks' website, under the "Document Library" tab, at <http://www.ncamc.com/>.

Minutes Preparation (page 4-7, 11-13)

- Purpose of Minutes
- Legal Rules Governing Minutes—see also *Legal Significance of the Minutes Book* on pages 11-13
- Minutes Approval and Corrections
- The Minutes Book and Minutes Indexing
- Approval of Closed Session Minutes and General Accounts—see page 13 for some ideas
- *What Do You Know About Taking Minutes?* (a quiz)—see pages 5-7

An Introduction to Parliamentary Procedure (pages 8-10)

- **Underlying Principles**
- **Special Characteristics of Small Governing Boards**
- **Sources of Parliamentary Rules**
- **Twelve Principles That Govern Decision-Making**
- **Main Motions**
- **Procedural Motions**
- **Debate, Voting, and Quorums (see G.S. 153A-43 to 153A-46 and G.S. 160A-74 to 160A-76)**

An Introduction to Parliamentary Procedure (continued)

- **Procedural Rules for Public Comment Periods and Public Hearings (see G.S. 153A-52 to 153A-52.1 and G.S. 160A-81 to 160A-81.1)**
- **Quasi-Judicial Proceedings and Their Special Requirements**
