Types of Agendas

1. Traditional agenda – put the items in the order suggested by the parliamentary authority, such as *Robert's Rules of Order.*

2. Priority agenda – put the items on the agenda in their order of importance, so that the most urgent items get handled while the members are still fresh and there will be less chance of running out of time before those decisions are made.

3. Subject-based agenda – group similar subjects together so that the assembly can focus on a particular subject and handle all action items under that heading, whether old or new.

4. Strategic agenda – put agenda items within the context of the strategic plan, whether for a meeting, an extended retreat, or a specific time period. There can be a long range agenda with specific goals to be reached that will drive the current meeting agenda.

5. Special meeting agenda – put only the items that were listed on the notice of the special meeting, and do not place approval of the minutes of the previous meeting on this agenda. Minutes of both meetings are approved at the next regular meeting.

6. Timed agenda – place a time that the item will be taken up. Only put times on the agenda if strict adherence to the times is expected and pending business is interrupted to take up the item whose time has arrived. If the times are meant to be used as a guide, put a notification that "all times are approximate" to avoid creating special orders, which require that timed items be taken up at that specific time.

7. Presiding agenda – once the meeting agenda is finalized, make the chair a separate agenda with additional notes on votes required, handling specific motions, etc. Leave extra space for the chair to write notes and reminders. This agenda may also have suggested times for the chair's guidance without binding the assembly to those times, if the times are not placed on the assembly's agenda.

8. Consent agenda – an "agenda within the agenda" to handle non-controversial items without separate debate and vote. The consent agenda is usually placed at the start of the meeting.