

**FROM: Team Secretariat Date:** *(When Agenda was prepared)*

**TO: USPSA Council Members Ref:** *(Meeting number, year)*

**SUBJECT: Agenda**

 **Agenda for the** *(What meeting number is it)* **Meeting to be held from** *(Day)* **the** *(Date)* **of** *(Month, Year)* **to** *(Day)* **the** *(Date)* **of** *(Month, Year)* **from** *(Time)* **at the** *(Location, Country).*

**This agenda is in two parts**:

**Part A** - includes items to be discussed and which require decision by the Council.

**Part B** - includes items for the information of the Council which do not require any discussion.

**Adoption of Agenda**

 At the beginning of the meeting ,the Chair will ask members if they wish any item from Part B to be included in Part A.

**PART A : MATTERS FOR DISCUSSION**

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* + 1. Chairpersons Welcome and Obituaries (if any)
		2. Introduction of council members
		3. Adaptation of Agenda
		4. Confirmation of the Minutes from the last Meeting.
		5. Matters Arising from the Minutes of the Meeting.
		6. Officers Report (Includes Financial Reports)
		7. Report from the Branch Associations to be received and

 Discussed (Reports to be tabled in the order in which it

 it was received)

* + 1. Standing Committee Matters (if any)
		2. General Student Matters (if any)
		3. Next Meeting Date and Venue Discussion
		4. Any Other Business (AOB)
		5. Chairperson’s Closing Remarks

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## Part B Matters for Information

**By:**

**…………………**

**Secretary to Council**

**Date: ……………**

**Confirmed By:**

**…………………………… ……………………….**

**Secretary General Chairperson**

**Date: ……………………. Date: …………………**