

Amending an Agenda

Based on Robert's Rules of Order, Newly Revised (11th edition)

Before the agenda is adopted:

The chair calls for any additions to the agenda at which time, members may request an item be added to or removed from the agenda.

Once the agenda is adopted:

Usually by unanimous consent, the motion restricts the business of the meeting to items on the agenda. To change the agenda post-adoption requires a formal motion, must be seconded and requires two-thirds vote.

For small board meetings:

For the less formal assembly (less than 12 members), it is not necessary to consider the agenda in the above formal manner but rather use as a guide. The chair still calls for changes to the agenda but later if something was forgotten, there will be no need for a formal motion. The chair may however, still obtain unanimous consent to make the change to ensure it is the will of the assembly to do so.

