

SPECIAL MEETING AGENDA	WHAT HAPPENS WHEN AND WHY
Open and welcome by the Chair	The meeting is chaired by the President (or the Vice-President in the President's absence). Open the meeting by stating the time the meeting opens (this helps the Secretary with the minutes). Adopt the agenda.
Apologies	In the attendance book, note any apologies. Acknowledge the apologies and ask members whether any other apologies have been tendered. Note that only members who have given either a verbal or written apology should be noted as apologies in the attendance book.
Item/s for which the meeting was called	This will be the only business for the meeting and any discussion outside of this should be stopped by the Chair. As an example, the item on the agenda could be a motion that the school keep the current uniform. If motion is carried, the meeting can close. If the motion is lost, the next item for discussion will need to be a motion to form a uniform committee to review uniform options. If carried, election of committee members will take place. If lost, discussion is needed on how to move forward.
Close	State the time the meeting closes and thank everyone for attending.