

Preparing the Agenda

It is the Worthy Advisor's responsibility to prepare the agenda for each meeting during her term as Worthy Advisor. The agenda is to be provided to the Mother Advisor for her review and approval prior to the meeting. The Worthy Advisor and Mother Advisor should set a date by which the agenda is due to the Mother Advisor. Similarly, a date and time should be set to review the agenda and discuss any needed modifications. This can often be done by phone or email, depending on the preference of the Worthy Advisor and Mother Advisor.

What is an agenda?

An agenda is a plan, outline, or list of things to be done during a meeting. In Rainbow, the meeting agenda is intended to guide the Worthy Advisor through the Order of Business, ensuring all of the Assembly's business is addressed in a thoughtful and efficient manner.

The level of detail included in an agenda is based on the preferences of each Worthy Advisor. Some Worthy Advisors prefer to have a very detailed agenda, thoroughly outlining what needs to be presented to the Assembly. Other Worthy Advisors prefer a less detail agenda, consisting of simple notes. Each Worthy Advisor should consult with the Mother Advisor to determine what level of detail is appropriate based on the Worthy Advisor's comfort, confidence level, and experience.

How is an agenda prepared?

It is time to prepare the agenda for your Assembly's upcoming meeting. Where do you begin?

This outline is intended to guide you through the process of developing the agenda and to remind you of some of the options available to you in planning the meeting.

The decision points below appear in the same order as the Order of Business for Regular Meetings, found in the Ritual.

1. Opening of Assembly.

2. Introduction of Visitors.

- Regular Meeting: Do you want to introduce guests informally or formally?
- Formal Escort: Guests will be introduced formally and with escort.
- Initiation (or other long meeting): With the Mother Advisor's permission, you may dispense with introductions by saying, "*Due to the length of tonight's meeting, we will dispense with introductions. Sister Recorder, please include the Introductions of our Visitors in the Minutes.*"

The order of Introductions is included in the Ritual; this table shows how guests can be grouped for informal and formal introductions (when formal escort is not occurring):

Informal Introductions	
It is my HONOR to introduce:	<i>Those eligible for Supreme Honors (Group 1) and Grand Honors (Group 2)</i> <i>Note: Grand Executive Board (and Jr. Grand Executive Committee) is only introduced at OV's and Grand Assembly</i>

It is my PLEASURE to introduce:	<i>Those eligible for the Sign of the Rainbow (Group 3, 5, 6, 7)</i>
I would also like to welcome:	<i>Advisory Board Members and other Guests (Group 4)</i>
Formal Introductions (with signs but without escort)	
It is my HONOR to introduce:	<i>Those eligible for Supreme Honors</i>
It is my HONOR to introduce:	<i>Those eligible for Grand Honors (If a large group, can divide into members and adults)</i>
It is my PLEASURE to introduce:	<i>Those eligible for the Sign of the Rainbow</i>

In Nevada, the following revisions apply to introductions:

- *Grand Choir members do NOT receive Grand Honors; they are not Grand Officers*
- *Grand Executive Board is only introduced at Official Visits and Grand Assembly*
- *State Rainbow Dad and Past State Rainbow Dads are eligible for Grand Honors*
- *the presiding Worthy Advisor is not introduced, regardless of other titles she may have*
- *Mother Advisor is introduced once, as Mother Advisor (not again as a Board member)*
- *The only Board member introduced with a Board title is the Chairman of the Board.*

Remember, you don't have to introduce everyone in the room, but if you have introduced nearly everyone in the room (guests on the sidelines), then include everyone, so one feels left out.

For the most part, our guests are fairly consistent. You may want to add those who attend your meetings regularly to your agenda, so you have their names and titles correct. It is often easier to take someone off a list than to add them at the last minute.

3. Roll Call.
4. Reading of Minutes of Previous Meetings.

In Nevada, it is common to combine Items 3 and 4 into a single agenda item.

You may ask the members to respond to a fun question during roll call, such as what is your favorite color or what is your favorite subject in school, or you may ask members to report on the number of hours of service they have performed since your last Assembly meeting. The response you intend to request from the members must be noted in the agenda (and approved by the Mother Advisor).

5. Treasurer's Report.

Assemblies are to have at least one Treasurer's Report per month.

If your Assembly does not have a member (girl) serving as Treasurer, the (adult) Treasurer from the Advisory Board may give the report or another member of the Assembly. If another member is giving the report, work with the Mother Advisor to select someone who is comfortable giving reports and reading numbers.

6. Unfinished Business.

- During the first meeting of the term, any officers who were not installed during the Installation should be installed under Unfinished Business.
- If something was New Business at your last meeting, it is now Unfinished Business, regardless of how many more meeting it may need to be discussed.
- Reports of Assembly events
 - o Contact members (girls) prior to the meeting to ask them to give a specific report, then note them on your agenda, so you remember who you asked to report on what.
 - o When asking for a report, name the event and give the date.
 - o Other members (girls) may add to the report, including yourself (if there is something relevant to share).
 - o Remember: reports should not include each member who attended the event.
- Reports of other Assembly's Events (such as an Installation, another state's Grand Assembly, or Supreme Assembly)
- Previously discussed upcoming events
 - o This is a great opportunity to remind members (and adults) about upcoming events and who agreed to participate in the event.

7. New Business.

- Before starting New Business, you may want to encourage the members to get their calendars or notebooks out, so they can take notes.
- For each event, identify the event, the date and time, the location, and the attire.
 - o Ask members if they have any questions about the event.
 - o Ask members who plan to participate to stand, so you (and another adult) can take notes and follow up with reminders.

8. Miscellaneous Business.

- Bills:
 - o If the expense is included in your Assembly's annual budget, respond as follows, "This expense is included in our Assembly budget, so the bill will be paid."
 - o If the expense is not included in the annual budget, a motion will be needed to pay the bill.

The Chair will entertain a motion that we pay (insert amount) to (insert person, if applicable) for (insert reason for bill).

(Once a member has made a motion and another member has seconded the motion, continue): It has been moved and seconded that we All in favor, please say aye (or raise your hand); all opposed please say nay (or raise your hand).

(If the majority is in favor): Motion passes, we will pay.....

(If not a majority): The motion has failed. This bill will be referred to the Advisory Board for further review.

- Correspondence: If you receive an invitation to an event that was not part of your Unfinished or New Business, ask the members of the Assembly if they would like to attend. If members are interested, then ask the Mother Advisor if she can assist with transportation arrangements.

9. Receiving of Petition Applications for Membership.

Applications for Membership must be reviewed by the Advisory Board before being referred to the Assembly. Applications may not be read and balloted on during the same meeting. (No exceptions.)

It can be helpful to remind members that if they have concerns regarding the girl wishing to join the Assembly, they should follow up with the Mother Advisor following the meeting.

10. Balloting.

Balloting may occur only after the Visitation Committee has met with the perspective member and family.

Balloting and Conferring of Degrees may occur during the same meeting, if the perspective member has been active in Pledge and if the Supreme Deputy agrees to allow both events to occur at the same meeting (which is not ideal).

11. Conferring of Degrees.

When Conferring of Degrees (Initiation) is scheduled, it should be the first item of business, so that the new member is not sitting outside the Assembly room for a long period of time. This also allows the new member to experience the business portion of the meeting. Following Opening, say, "If there are no objections, we will dispense with the Regular Order of Business this evening and proceed with Conferring of Degrees."

12. Good of the Order.

The following item may be included under Good of the Order; however, it is not recommended that the agenda include ALL of these topics.

- Birthdays?
- Fines? Some assemblies "fine" their members for not having their essentials, such as bars, mascots, nylons. Fines are generally small – a quarter.
- Coin March?
- Appointment of Big Sisters (for newly initiated members)
- Presentations (based on Assembly tradition, may occur on Farewell night)
- Sunshine and Rain (also called Happiness and Thoughtfulness)
- Safety Moment?
- Poem Book?
- After Recorder has counted the collection: *Sister Recorder, may we have the total of the Coin March? (Be sure to thank those who donated and remind them what the funds collected will be used for.)*
- Closing Remarks from the Supreme Officer (if present), the Grand Deputy, and Mother Advisor. The Mother Advisor is the last person to speak under Good of the Order and before Formal Closing.

13. Formal Closing.

If your Assembly has an Outer Observer, you may ask her to retire (because it isn't included in the Ritual): Sister Outer Observer, will you please retire with your adult for Formal Closing?

(following Formal Closing, you may wish to invite guests for refreshments, if they are being served following the meeting, then continue with) Members and Visitors will please remain standing while the Officers retire.