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**MEETING AGENDA TEMPLATE**

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***[NSO]* Athletes’ Council**

**Meeting Agenda**

*[Meeting Date]- [Meeting Time]*

*[Call-in/Joining Details]*

1. **Call to Order**

*Council Chair will call the meeting to order and commence. Attendance is recorded, quorum determined, and the Secretary will record Minutes of the meeting.*

1. **Approval of Agenda**

*Agenda for the meeting will be put forward. These are the specific subjects to be discussed, which should include motions rather than just headings. Council Chair will ask if any items need to be added to the agenda, and the Council will vote that the proposed agenda is satisfactory.*

1. **Declaration of any Conflict of Interest based on approved agenda**

*Council members who have conflicts with specific agenda items will identify themselves and will be excused for that section.*

1. **Team Check-in**

*Roll call for Council members. May consist of each member sharing a quick personal update.*

1. **Approval of Minutes (Time)**

*Council Chair will ask if any changes to previous minutes are needed, and the Council will vote to approve the previous meeting minutes.*

*5.1. [Date of Previous Council Meeting] Athletes’ Council Meeting Minutes for approval*

1. **New Business**

*This portion of the meeting consists of the main items up for discussion by the Council and any reports that need to be delivered to the Council members.*

**6.1. [New Business Item 1] (Time)**

*6.1.1. [Agenda Detail 1] (Name of Council Member Presenting) (sub detail as necessary)*

**6.2. [New Business Item 2] (Time)**

*6.2.1. [Agenda Detail 1] (Name of Council Member Presenting) (sub detail as necessary)*

1. **Hot Button Items (Time)**

*This portion of the meeting is set aside to cover items outside the regular agenda. This is meant for pressing or urgent items that would impact the AC, and of which members should be aware.*

1. **In Camera**

*This session will deal with confidential matters, whereby conflicted members or guests will depart. The Secretary will continue to take minutes, but these will be separate from the main meeting minutes. If key decisions are made in Camera, they should be recorded in the main minutes.*

1. **Next Meeting: [Date of Next Meeting]**

*Previously scheduled meetings and potential changes confirmed by the AC.*

1. **Adjournment**

*Chair will inquire whether there is any further business to attend to, and if not, they can adjourn the meeting.*