

Human Agenda

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Procedure

Give each person in the group one piece of information from the Human Agenda. When you say "Begin," all members should put themselves in the order in which a student council agenda should be. The correct order is listed below. Information under the bold headings may be in a different order within that category, but the bold headings must be in this sequence.

Human Agenda

- 1 Call to Order
- Roll Call
- 2 Reading of Minutes
- 3 Approval of Minutes
- 4 Treasurer Report
- 5 Committee Reports
 - Membership Committee Report.
 - Sunshine Committee Report.
 - Entertainment Committee Report.

Objectives

- To make students aware of the importance of having an agenda for meetings.
- To make students aware of the typical elements of an agenda.

Materials

Strips of paper with one element of an agenda written on each piece.

Time Required

Approximately 20–30 minutes.

6 Old Business

- Dance evaluation.
- Report on last month's candy sale fundraiser.
- Last minutes details for bingo at Sunnydale nursing home.

7 New Business

- Initial discussion of teacher appreciation breakfast.
- Set dates for summer meeting.
- German Clubs' request for \$50 for Folk Fair.

8 Announcements

- All student council members are invited to a pool party at Mr. Larsen's on Saturday at 3:00 p.m.
- Thank you from the principal for helping at the new-student orientation.
- Please pick up pans from student council potluck today!

9 Adjournment

Processing

Check to see in what order students have arranged themselves. Discuss the logic used in their organization—why did they arrange themselves in this order? Make any adjustments needed to the order to get students in the correct sequence. Discuss the main points of an agenda, why it is important to have an agenda for meetings, and reasons for putting the agenda in this order.

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ACTIVITY

Human Agenda

Activity: Human Agenda

This activity is really as simple as it seems. Your students have gone over the information about agendas in the parliamentary procedure section of the Ultimate Leader Handbook. Hopefully, you collaborated as a group to come up with an agenda for a mock meeting. The next step is to see if students can put in order the steps of an agenda.

Supplies:

1. Each part of a meeting printed on a piece of paper (8.5 x 11). Example: Unfinished Business would be on its own paper. You can create these in a word document and print. Laminate so you don't have to do it every year!
2. General knowledge of a business meeting agenda.

Directions:

Pass out the agenda parts to random students in class. Explain that they must line up in order of a correct agenda. You can give them a time limit. Or you could tell them they can't talk and the remaining class members tell them where to go. Use your imagination and have fun. The result you are looking for is students learn how to correctly organize a business meeting.

Variations:

I typically will give specifics on Standing and Special committees. This also helps students learn the difference between the two types of committees. For example: Instead of having a piece of paper that just says standing committee – it will read Membership Committee or Community Service or Public Relations. Again, I do the same for special committees. I will make up a few special committee names. Examples: Legislative Visit or County Fair Exhibit.

Yes – this activity is as simple as it seems. You can make variations of this for other units where students need to master an order of importance and understanding.