

# SAMPLE AGENDA FOR CAUCUS

1. Call Caucus to order by Temporary Chair
2. Temporary Chair Appoints Temporary Secretary
3. Temporary Secretary reads caucus notice
4. Election of a permanent Chair
5. Election of a permanent Secretary
6. Adoption of Rules (optional, but caucus should vote on process if there are differing positions on procedures, see Roberts Rules of Order for default)
7. Nominations
8. Election
9. Announcement of results
10. Adjourn