

Sample Agenda – Inaugural Meeting

This is a rough outline of how the inaugural meeting to form a new ILGP local chapter might look. Don't feel bound to follow this format exactly – it's a sample, not a requirement.

Keep in mind that to officially affiliate with the Illinois Green Party, chapters must submit an [Affiliation Request Form](#), which can be found on the ILGP website. It's a good idea to include filling out the form (and submitting to secretary@ilgp.org, if the meeting space has internet access) on the initial agenda.

Sample Inaugural Meeting Agenda

XX:00 – XX:05: Late arrivals & call to order. Select a facilitator to guide discussion (based on agenda); select a secretary if recorded minutes are desired.

XX:05 – XX:10: Roll call & go over agenda. Typically the point person prepares an agenda in advance, or this framework can be used.

XX:10 – XX:20: Facilitator or point person presents name and geographic boundaries of the chapter being proposed (or other area of oversight, if this is not a geography-based chapter). Discuss & ensure consensus on proposal.

XX:20 – XX:25: Designate at least three "founding members" and one "point person" for the new chapter. All founding members must be ILGP members (non-members can sign up at ilgp.org/join). Point person must be willing to have contact info listed on the ILGP website. A separate roster/roll document can be created and attached if a new chapter wishes to list more than three founding members.

XX:25 – XX:30: Select a meeting schedule (monthly is recommended; most chapters set a day such as "third Thursday of the month," etc.) and a default meeting location. Discuss & ensure consensus.

XX:30 – XX:50: Outline basic goals or key issues for focus in the coming year. At least 2-3 major issues and/or projects are recommended. These can be local, statewide, or national in focus, and can range from specific electoral campaigns to lobbying efforts to street actions. It is recommended that local chapters include basic recruitment outreach such as tabling at public events or clipboarding at high pedestrian traffic locations (the state party can help provide materials and training for outreach efforts; contact volunteer@ilgp.org for more information).

XX:50 – YY:00: Fill out and submit Affiliation Request Form, if possible. Adjourn.