

## **Los Amigos Agenda Meeting Guidelines As of January 03, 2012**

The following agenda guidelines are designed to facilitate the weekly Los Amigos meeting and to ensure that a plausible amount of time is granted to petitioners and guest presenters. Traditionally, a white board is available for individuals to write their individual name and/or issue. A whiteboard is where those wishing to address the group place their names upon arrival. Thus, it is an organic agenda. Placement on the agenda is on a "first come, first serve" basis. Dependent upon the number of items and the degree of priority of an agenda item, the time granted may vary from the allotted time.

\* Personal Petitions - Typically, three to five minutes are granted to individuals who need help in resolving a personal circumstance. Time granted may be exceeded, which is dependent on guidance/feedback provided by attendees.

\* Community Petitions - Typically, three to five minutes are granted to individuals who need help in addressing a community effort. Time granted may be exceeded, which is dependent on guidance/feedback from attendees.

\* Guest Speaker(s) - Typically, ten to fifteen minutes are granted when a special guest(s) or group is invited to address an issue of concern. Inclusive in the fifteen minutes is the Q & A and discussion dialogue. Contingent upon degree of interest and dialogue, time granted may be exceeded.

\* Announcements - Typically, three to five minutes are granted for announcements and 50 copies are asked for distribution. Time granted may be exceeded dependent upon attendee interest and questions.