

PLC MEETING AGENDA

Activity	Run by
Opening and Call to Order	Senior Patrol Leader
Roll Call and Reading of the Log (Minutes)	Troop Scribe
Patrol Reports	Patrol Leaders
Old Business	Senior Patrol Leader
Big Event Planning	Senior Patrol Leader
Troop Meeting Planning	Senior Patrol Leader
New Business	Senior Patrol Leader
Scoutmaster's Minute	Scoutmaster

- **OPENING AND CALL TO ORDER**

Start the meeting on time with a simple opening ceremony such as reciting the Scout Oath or Pledge of Allegiance.

- **ROLL CALL AND READING OF THE LOG**

Ask the troop scribe to call the roll and read the log from the previous meeting. Council members may make additions or corrections to the log before voting to approve it as part of the council's permanent record.

- **PATROL REPORTS**

Each patrol leader should be prepared to make a report on the progress of his patrol. His report should include information about new members, advancement progress, and anything the patrol has done since the last patrol leaders' council meeting.

- **OLD BUSINESS**

Take up any discussion items left unresolved at the last patrol leaders' council meeting. When necessary, bring matters to a close by asking for a vote.

- **BIG EVENT PLANNING**

Review and discuss the big event related to the upcoming month's troop program feature. While the event itself will have already been determined during the troop program planning conference, details may need to be worked out. Determine the who, what where, when, why, and how of the event. Patrol leaders can add the discussion by voicing ideas raised by their patrols. Explore the issues and bring any essential matters to a vote.

- **TROOP MEETING PLANNING**

Distribute Troop Meeting Plan Work Sheets for each of the month's troop meetings. (The plan sheets can be found in the BSA publication *Troop Program Features*.) As

you and the patrol leaders' council review plans for each of the month's four meetings, assign responsibilities for portions of the meetings, taking care to distribute the load equally among the patrols and troop leaders. Be sure to plan three levels of skills instruction for each meeting so that all age groups will be equally challenged.

- **NEW BUSINESS**

This portion of the meeting is devoted to discussions of items not previously on the agenda. A patrol may be requesting permission to embark on a patrol hike, for example, or the opportunity for a special troop service project may have recently come up.

Among the issues to be addressed by the patrol leaders' council are any disciplinary problems within the troop. The troop's youth leaders can consider the best ways to encourage appropriate behavior by each Scout and develop strategies for dealing with any instances of inappropriate behavior. Information about more serious behavior problems should be passed on to the Scoutmaster and troop committee so they can handle the situation, often by meeting with the Scout and his parents or guardians.

- **SCOUTMASTER'S MINUTE**

Up to now the Scoutmaster probably observed the patrol leaders' council meeting and asked a question or two, but otherwise allowed you to run the meeting and guide the agenda. As a closing to the meeting, the Scoutmaster can share some constructive thoughts on what has happened and offer an upbeat, supportive Scoutmaster's Minute to provide a sense of completion to the proceedings.

- **Assessing the Patrol Leader's Council Meeting**

Immediately following a meeting of the patrol leaders' council, take a few minutes to review events with the Scoutmaster. The following questions can guide your assessment:

- Was there a written agenda, and was it followed?
- Were all patrols allowed input on troop decisions?
- Were specific tasks assigned to individuals?
- Were necessary resources for troop activities considered?
- Were tasks spread evenly among patrols and individuals?
- Was a specific schedule planned for upcoming events?
- Did the group come to a consensus on handling problems?
- Was a log kept?

INFORMATION GATHERED FROM THE SENIOR PATROL LEADER
HANDBOOK