



## Any Other Business (AOB)

Many agendas end with Any Other Business (AOB) which is often seen as an opportunity to raise something which wasn't on the agenda, or something for inclusion in a future agenda.

Participants have been known to use AOB for their own purposes, perhaps to drop a disruptive 'bomb' right at the end of the meeting which can change the whole atmosphere, it can then be difficult to turn things around.

In a professional meeting, this kind of disruptive behaviour shouldn't happen, but it sometimes does.

A well-run meeting, with a well-prepared agenda, should mean that nobody wishes to raise any other business. If something comes to light after the agenda has been sent out but before the meeting, this can be raised with the organiser who then has the option of either trying to fit it in, keeping it for another meeting, or if it's really important, replacing an existing agenda item.

There are a couple of options:

- Do not include AOB as an agenda item at all; or
- If you do include AOB on the agenda, you agree that it will only be as a way of raising issues for discussion at a future meeting, or elsewhere.

This type of decision can be made on a meeting by meeting basis, though it may be more effective to set these out in an agreed set of meeting ground rules.