

MEETING DATE: _____

TIME: _____

If Applicable please fill in Executive Session **START TIME:** _____ **END TIME:** _____
state approx time:

Re-open to Public? If yes

SUBJECT of Executive Session: _____

NAME of BOARD/COMMITTEE

LOCATION

ROOM

TOWN CLERK OFFICE USE
ONLY

Name: _____

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

Agenda Template

- 1. Chairman** calls the meeting to order
- 2. Roll Call** (record names of members in attendance or absent)
- 3. Other Attendees** (Chairman should recognize other additional officials present & list names)
- 4. Review/Approve/Vote on Past Meeting Minutes** (note who voted, note who abstained)
- 5. Reports**
- 6. Appointments**
- 7. Public Session** (sign-in-sheet)-Chairman must recognize public before speaking & no action or discussion of issues may be entertained at this time-issues may be rescheduled to a future agenda if action needed or requested.
- 8. New Business** (newsletter, pamphlets, meeting forms & procedures)
- 9. Unforeseen Issues** (no action to be taken on these items unless emergency in nature)
- 10. Announcement/Correspondence** (includes letters, e-mails, phone calls received/sent)
- 11. Next Posted Meeting Date** (unless otherwise notified)
- 12. Adjournment** (Chairman must entertain a motion to close meeting)