

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

[Large empty rectangular box for agenda items]

~~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)~~