

**MEETING DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

*If Applicable please fill in:*

*Executive Session: START TIME:*

*END TIME:*

*Re-open to Public? If yes state approx time:*

*SUBJECT of Executive Session:* \_\_\_\_\_

\_\_\_\_\_  
**BOARD/COMMITTEE**

\_\_\_\_\_  
**LOCATION**

\_\_\_\_\_  
**ROOM**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**DESIGNATED AUTHORITY OF BOARD/COMMITTEE - (please include printed name & signature)**

**AGENDA**

## **SAMPLE AGENDA OUTLINE**

- 1. Open meeting** (Chairman calls 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 Past Meeting Minutes** (list months & dates)
- 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)