

Templates: Sample Meeting Agenda

Advisory Board / Commission Agenda

Ideal for planning boards, parks boards, airport boards, library boards, ethics boards, and other advisory bodies.

CITY OF [NAME]

[BOARD NAME] ADVISORY BOARD MEETING

Date:

Time:

Location:

1. Call to Order

2. Roll Call

3. Public Comment

4. Approval of Previous Minutes

- [Date]
- **Public Comment:** Public comment on the previous meeting minutes.
- Potential Action: Approve the minutes from (Date) meeting as they stand.

6. Staff Updates & Subcommittee Reports

- Project updates
- Subcommittee A
- Subcommittee B

7. Unfinished Business

A. [Item]

- **Public Comment:** Public comment on (item) .
- Potential Action: Approve (topic) .

B. [Item]

- **Public Comment:** Public comment on (item) .
- Potential Action: Approve (topic) .

8. New Business

A. Discussion: [Topic]

Note: A discussion topic will not result in a final decision at this meeting. Only topics that include a Potential Action will be voted on during the meeting.

9. Next Meeting Date

10. Adjournment



Local Government Center

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