

AGENDA

**LOCATION
PHYSICAL ADDRESS**

TYPE OF MEETING	TIME	DATE
I. CALL TO ORDER		
II. ROLL CALL		
III. APPROVAL OF AGENDA		
IV. PLEDGE OF ALLEGIANCE <i>(if your organization does this)</i>		
V. MINUTES OF PRECEDING MEETINGS		
A. Regular Meeting: <i>(note date of meeting here)</i>		
VI. REPORTS/CORRESPONDENCE		
A. OFFICER REPORTS		
1.		
2.		
B. COMMITTEE REPORTS		
1.		
2.		
C. CORRESPONDENCE		
1.		
VII. SPECIAL ORDERS <i>(you can choose to take comments from the audience or deal with matters on a consent agenda under the special orders section of an agenda, should your organization so choose to)</i>		
A. AUDIENCE PARTICIPATION (Three minutes per person.)		
B. CONSENT AGENDA		

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

A.

X. ADJOURNMENT