



Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

1. Call to Order: Open meeting at: \_\_\_\_\_

a. Motion by: \_\_\_\_\_

b. Seconded by: \_\_\_\_\_

2. Pledge of Allegiance

3. Roll Call: Attendees:

_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Agenda Item #1: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Agenda Item #2: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Executive Session for reason of: \_\_\_\_\_

a. Motion by: \_\_\_\_\_

b. Seconded by: \_\_\_\_\_

7. Reconvene meeting to Open Session at: \_\_\_\_\_

a. Motion by: \_\_\_\_\_

b. Seconded by: \_\_\_\_\_

8. Adjourn Meeting at: \_\_\_\_\_

a. Motion by: \_\_\_\_\_

b. Seconded by: \_\_\_\_\_