

Agenda Form

In order to make the city/county meeting run efficiently, the mayor (city) or chief executive (county) must outline what will take place at the meeting.

City/County of _____

Date: _____ Time: _____

1. Call to Order
2. Adoption of Agenda
3. Reading and Approval of Minutes

Reports

Subject

Presenter

Unfinished Business

Subject

Presenter

New Business

Subject

Presenter

Movement to Adjourn: _____

Second: _____

Approved by:

Mayor/Chief Executive

City/County Clerk

Prior to the Meeting, post this Agenda in the County Meeting Room for the public to view. After the Meeting, place this Agenda with the corresponding Minutes Form.