

Meeting Agenda Example

PUBLIC MEETING

_____ Advisory Committee

_____ Date and Location

- I. Call to Order: Time by [name of chair or acting for the meeting]
- II. Roll Call:
- III. Members Present: [include role here by name - officer; designated seat; at large member?]
- IV. Members Absent:
- V. Number Needed for Quorum on AC:
- VI. List of User Groups Present:
- VII. Fish and Game Staff Present:
- VIII. Guests Present:
- IX. Approval of Agenda:
- X. Approval of Previous Meeting Minutes: From meeting date....
- XI. Reports:
 - a. Chairman's report
 - b. ADF&G
 - c. Others
- XII. Public Comment
- XIII. Old Business
- XIV. New Business [committee actions on proposals scheduled for upcoming board meetings, proposals to the boards to be generated by the advisory committee]:
- XV. Select representative(s) for board meeting
- XVI. Set next meeting date
- XVII. Other
- XVIII. Adjourn