



<Insert name of committee> **ADVISORY COMMITTEE**

**MINUTES**

*<Insert Meeting Date & Time>*

*<Insert Meeting Location>*

**I. Call to Order**

Record of the time the meeting was called to order, as well as the roll of members present and absent

**II. Adoption of Meeting Agenda**

Record of vote on this item and any adjustments to the agenda

**III. Approval of Meeting Minutes** *<Insert Prior Meeting Date>*

Record of vote on this item and any adjustments to the minutes

**IV. Communications and Addresses to the Advisory Committee**

Recognition of any citizen or delegation of citizens who addressed the committee

**V. Old Business and Action Items**

Record of vote on this item, including a summary of the discussion on matters deliberated or decided

**VI. New Business and Reports**

A summary of this item, including a discussion on the matters proposed

**VII. Chair's Report**

A summary of this item

**VIII. Announcements by Members**

A summary of this item

**IX. Future Business**

A summary of future items coming before the committee and the next meeting date

**X. Adjournment**

Record of the vote to adjourn, as well as the time of adjournment