

# POLICY

1993

1512

By-Laws

## **SUBJECT: AGENDA FORMAT**

For regular Board meetings, the following format may be used:

- a) Call to Order:
  - 1. Acceptance of Agenda
  - 2. Comments from Visitors
  - 3. Approval of Minutes
  - 4. Financial Business
  - 5. Reports
- b) Recommended Actions
- c) Discussion Items
- d) Adjournment

For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.