

**SAMPLE AGENDA**  
**Date, Time, Location**

- 6:00 P.M.                    CALL TO ORDER – Chairman**
- 6:05 P.M.                    INVOCATION/PLEDGE OF ALLEGIANCE**
- 6:10 P.M.                    Approval of Minutes**
- 6:15 P.M.                    Special Recognitions/Presentations**
- 6:45 P.M.                    Appointments/Reappointments to Boards and Commissions**
- 7:00 P.M.                    Annual/Attendance Reports from Boards/Commissions**
- 7:15 P.M.                    Executive Session, if necessary, and then reconvene**
- 7:30 P.M.                    ADJOURNMENT**