

TEMPLATES

Agenda Template

This template is a guide for liaisons. It is not intended that these items remain in the order shown below; arrange them to best accommodate your board. If you do not need some of these items on a particular agenda, delete them. **All agendas must have: Call to Order, Approval of Minutes, Public Comment, Adjournment and contact information.**



**BOARD/COMMISSION NAME
DATE AND TIME OF MEETING
BUILDING NAME/ROOM NUMBER**

CURRENT BOARD MEMBERS: (List names and officer title only)

*Jaime Matthews, Chair
Alex Carmichael
etc.*

*Dawa Hitch, Vice Chair
Brian Postelle*

AGENDA

CALL TO ORDER (Mandatory on every agenda)

1. APPROVAL OF MINUTES (Mandatory on every agenda)

2. UNFINISHED BUSINESS

- a.
- b.

3. NEW BUSINESS

- a.
- b.

4. PUBLIC COMMENT (5 CITIZENS, 3 MINUTES EACH)

5. FUTURE AGENDA ITEMS

NEXT MEETING: DATE/TIME/LOCATION

ADJOURNMENT (Mandatory on every agenda)

For more information on the _____ (name of board), please contact Board Liaison's Name at (list contact information). **(Mandatory on every agenda)**

Minutes Template



**(BOARD NAME)
MINUTES**

**REGULAR MEETING
(DAY, MONTH DATE, YEAR)**

Board Members in Attendance:

(List members in attendance beginning with Chair, Vice Chair, and all other board members in alphabetical order.)

Staff in Attendance:

1. APPROVAL OF MINUTES

2. UNFINISHED BUSINESS (See attachment for phrases that can be used on a variety of items.)

- a.
- b.

3. NEW BUSINESS (See attachment)

- a.
- b.

4. PUBLIC COMMENT

List name of speaker(s) and brief description of topic. *(Speakers will be allowed time to address concerns regarding items not on the agenda. The number of speakers and the length of time they are allowed to speak are governed by the board's bylaws. Requiring citizens to register before the meeting starts is recommended so the chair knows who is speaking.)*

5. FUTURE AGENDA ITEMS

6. ADJOURN

Chair (name) adjourned the meeting at ____ a.m./p.m. without objection. *(No motion, second or vote is required to adjourn the meeting unless there is an objection to adjourning.)*

EXAMPLES OF PHRASES FOR MINUTES

Note: All items in italics need to be filled in when doing the minutes. The bold wording in parenthesis is direction only or further explanation of why it is recommended you use this format.

APPROVAL OF MINUTES

The minutes from the meeting of (*M/D/YYYY*) were approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

MINUTES – AMENDED

The minutes for the regular meeting of (*M/D/YYYY*) were approved with the following amendments on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote. The amendments were: (*describe page, paragraph, line, or word that is changed.*)

RECOMMENDATION

Recommendation adopting (*brief description of topic should match what was on the agenda*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

VOTE COUNT (Always shown with the aye votes first, nay votes second, and abstentions or recusal last.)

Unanimous - “Recommendation adopting (*brief description of topic should match what was on the agenda*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a 9-0 vote.”

Split vote - “...was approved on a 5-4 vote. Those members voting aye were: Board Members Smith, Jones, Brown, Lee, and Johnson. Those voting nay were: Chair Franklin, Vice Chair Gentry, and Board Members Spence and Ybarra.”

Recusal - “...was approved on an 8-0-1 vote. Board Member (*name*) recused himself/herself from this item due to a conflict of interest and left the dais”

Other - “...was approved on an 8-0 vote. Board Member Gentry off the dais (or absent).” **(The wording should reflect why the vote count does not total the number of board members.)**

CONFLICT OF INTEREST

Recuse

Board Member (*name*) recused himself from this item due to a conflict of interest and left the dais. **(Recusal is when the board member is required by law -- state, federal, or City Code -- not to take any part in the action because of a conflict of interest. This means no participation in the discussion and no vote. This requires the board member to complete a conflict of interest statement.)**

Abstained

Board Member (*name*) abstained because (*include the reason if one is given*) **(A board member may abstain, meaning not vote, for any reason whatsoever. For example, they are neutral on the topic and cannot decide. Choosing not to vote for personal reasons does not require an affidavit or non-participation in the discussion of an action.)**

MOTIONS

Contracts/Agreements

The motion to recommend or not recommend the negotiation and execution (**could be just negotiation or just execution or both**) of a (*type of agreement or contract – could be a supply agreement or a professional services contract but should agree with the agenda*) with (*name of company*) for (*purpose of the contract*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

The motion recommending the negotiation and execution of an amendment to a (*type of agreement or contract*) with (*name of company*) for (*purpose of the contract*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

Zoning

The motion to recommend general commercial services-conditional overlay (CS-CO) combining district zoning to permit Vertical Mixed Use on the site was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

Failed Motion-(Two ways a motion can fail.)

The motion to (*description of the motion*) failed on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote. Those members voting aye were: Chair Franklin, Vice Chair Gentry, and Board Members Spence and Ybarra. Those voting nay were: Board Members Smith, Jones, Brown, Lee and Johnson.

The motion by Board Member (*name*) failed due to the lack of a second.

Deny

The motion to deny (*list what the request was*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

Reconsider-(can only be used if a Board Member changes their mind at the same meeting and can only be done by one who voted with the prevailing side. Any member may second it.)

A motion to reconsider item (*item number*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

After this motion, then you need to show the original motion and the new action, which typically is the opposite of what was done earlier in the meeting.

Postponement

The motion to postpone this item to (*a specific date M/D/YYYY*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

Withdrawn-(If you do not know a specific postponement date then show the item as withdrawn. It can come back at a later date.)

This item was withdrawn on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.”

AMENDMENTS

Friendly Amendment Accepted

The motion (*or resolution*) was approved with the following friendly amendment on motion by Board Member (*name*), seconded by Board Member (*name*) on a (*vote count*) vote. The friendly amendment from Board Member (*name*) was (*describe amendment*). This was accepted by the maker of the motion and Board Member (*name*), who seconded the motion.

Friendly Amendment Rejected

There was a friendly amendment from by Board Member (*name*) (*describe friendly amendment offered*). This was not accepted by the maker of the motion (*or the second*). **(If not accepted, board votes on the original motion or a substitute motion can be made.)**

Substitute Motion-(Two steps involved—first, list the original motion and then the substitute with the vote.)

There was a motion by Board Member (*name*), seconded by Board Member (*name*), to (*description of the motion*).

The substitute motion to (*insert details of substitution motion*) was approved on Board Member (*name*) motion, Board member (*name*) second on a (*vote count*) vote. – **(If the substitute passes, no vote is taken on the original motion.)**

There was a substitute motion from Board Member (*name*) (*describe substitute motion*). This motion failed for lack of a second (*or enter the vote count if it failed by vote*). **(If substitute fails, repeat original motion with complete vote count.)**

AFTER 10:00 P.M.

The motion to waive the rules and allow the (*name of the board*) to meet after 10 p.m. was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

Cancellation Template



BOARD/COMMISSION NAME
DATE AND TIME OF MEETING
BULDING NAME/ROOM NUMBER

CURRENT BOARD MEMBERS: *(List names and officer title only)*

Jaime Matthews, Chair
Alex Carmichael
etc.

Dawa Hitch, Vice Chair
Brian Postelle

AGENDA

CANCELLED

Please indicate if a meeting was cancelled due to lack of quorum.