

## IV. Sample Agenda Outline

A sample agenda from a fictional government body follows. Refer to your city or village charter and codes to clarify what discussion, topics, etc. are allowed before your boards and commissions.

1. Call to Order (Pledge of Allegiance, if there is to be one)
2. Roll Call
3. Approval of (regular/special) minutes of the last meeting
4. Approval of Agenda
5. Public Comments - Reserved Time (for items listed on this agenda)
6. Petitions and Communications
7. Consent Agenda
8. Introduction and Adoption of Ordinances and Resolutions; Public Hearings
9. Reports of Officers, Boards and Committees; Routine Monthly Reports from Departments
10. Unfinished Business (unfinished or pending matters)
  - a.
  - b.
11. New Business
  - a.
  - b.
12. Miscellaneous
13. Public Comments - General
14. Closed Session (For situations that meet the circumstances specified in the Michigan Open Meetings Act.)
15. Return to open session
16. Adjournment