***SAMPLE AGENDA TEMPLATE***

NOTE: Agenda items not needed for a specific meeting can be deleted and the agenda renumbered

FAIRBANKS NORTH STAR BOROUGH [BOARD OR COMMISSION NAME] MEETING AGENDA
[MONA LISA DREXLER ASSEMBLY CHAMBERS AT THE
JUANITA HELMS ADMINISTRATION CENTER
907 TERMINAL STREET, FAIRBANKS, ALASKA OR OTHER LOCATION]

[DATE] at [TIME]

A. **ROLL CALL**

B. **MESSAGES**
   1. Citizen’s Comments – limited to three (3) minutes
      a. Agenda items not scheduled for public hearing
      b. Items other than those appearing on the agenda
   2. Disclosure & Statement of Conflict of Interest

C. **APPROVAL OF AGENDA AND CONSENT AGENDA**
   Approval of consent agenda passes all routine items indicated by asterisk (*) on agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such request, the item is returned to the general agenda.

D. **MINUTES**
   1. *Minutes from [DATE OF MEETING].

E. **CONSENT AGENDA ITEMS**
   1.

F. **QUASI-JUDICIAL HEARING**
   1.

G. **PUBLIC HEARING**
   1.

H. **LEGISLATIVE HEARINGS**
   1.

I. **APPEALS**
   1.
J. UNFINISHED BUSINESS
   1.

K. NEW BUSINESS
   1.

L. EXCUSE FUTURE ABSENCES

M. COMMISSIONER’S COMMENTS/COMMUNICATIONS
   1.

N. ADJOURNMENT