

_____ SA Meeting Minutes
Meeting Location

Date of meeting _____

Commissioners present _____

_____ *

Other attendees

1. Meeting called to order at _____.
2. Election of officers:
3. Reading of the agenda.
4. Call for approval of the agenda:
5. Reading of minutes from prior meeting(s).
6. Call for approval of the minutes:
7. Public Comments:
8. Old Business:
9. New Business:
 - a.) discussion of maintenance work recently completed
 - b.) new maintenance problems to discuss

c.) any specific quarterly business needed.

d.) financial position.

e.) Other items, as necessary.

Input from others attending.

10. Next meeting date or discussion of possible dates and locations.

11. Action Item Assignment: (Who, what, when, where and why?)

12. Adjournment at_____.

**A quorum consists of a majority of the total seats available in the commission:*

- *2 commissioner if the size of commission is 3 seats + 1 alternate*
- *3 commissioner if the size of commission is 5 seats + 1 alternate*
- *4 commissioner if the size of commission is 7 seats + 1 alternate*

***Voting at a service area commission meeting:*

- *The secretary records the name and vote of each voting commissioner*
- *If teleconferencing with an out of town commissioner, the commissioner must be on speaker phone, or some other device that will allow everyone attending the meeting to hear the commissioner's vote.*
- *Separate voting of attendees is okay to record, but does not count. Often it is recorded in the minutes to demonstrate popularity of an action, like supporting the commission when applying for a 90/10 matching grant project. Similar to Assembly meetings, only the Assembly votes are recorded and often there is public testimony heard prior to the vote but the public does not actually vote on Assembly action.*