

\*\*\*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**