Sample agenda for county council meetings

\_\_\_\_\_\_\_County Extension Meeting Agenda

This is an open meeting in which the public may attend

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location of meeting

Date and time for meeting

Time agenda was posted (must be at least 24hours before meeting—See Sunshine law)

Approve agenda

Roll call/ attendance

Determine if you have a quorum—chair should state (we have a quorum)

 Approve/Amend Notes from last (list the month/day) Meeting---need motion to approve

Treasurers report…after report, need motion to approve report and pay the bills

Committee reports

County Engagement Specialist's report

Faculty and staff program reports

Updates from MU Extension Administration, RD, PD

Update on regional and state council meetings

Unfinished business (list items that may need to be cover or updated on)

New business (list items that may need to be cover or updated on)

Make announcements

Public comments—limit 3 minutes per person

Adjourn the meeting

Agenda created and approved per (council chairs name and signed if possible)

University of Missouri\_\_\_\_\_\_\_\_ County Extension Council Chair (put date the chair approved)