\*\*\*SAMPLE MEETING MINUTES 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*]

**MINUTES**

**[*DATE OF MEETING*]**

A regular meeting of the Fairbanks North Star Borough [*BOARD OR COMMISSION NAME*] was held [*IN THE MONA LISA DREXLER ASSEMBLY CHAMBERS, JUANITA HELMS ADMINISTRATION CENTER, 907 TERMINAL STREET, FAIRBANKS, ALASKA OR OTHER LOCATION*]. The meeting was called to order at \_\_ p.m. by [*CHAIR NAME*], Chair.

# **ROLL CALL**

MEMBERS PRESENT:

MEMBERS ABSENT (note if excused):

OTHERS PRESENT:

# **MESSAGES** *[summarize as appropriate]*

Citizen’s Comments – limited to three (3) minutes

Disclosure & Statement of Conflict of Interest

# **APPROVAL OF AGENDA AND CONSENT AGENDA**

Motion to approve the agenda and consent agenda made by \_\_\_\_\_\_\_\_\_ and seconded by \_\_\_\_\_\_\_\_\_\_. Carried without objection or roll call vote.

# **MINUTES**

Minutes from [*DATE OF MEETING*]. [*Note any corrections to the minutes, and action on approval (e.g. carried without objection).]*

1. **CONSENT AGENDA ITEMS** *[list each item approved]*
2. **QUASI-JUDICIAL HEARING** *[list each item]*

OATH

[*NAME OF STAFF*] presented the staff report. Based on the staff analysis, the Department of [*FNSB DEPARTMENT NAME*] recommended [*APPROVAL or DENIAL*] of [*LIST CONDITIONS*]:

The [*BOARD OR COMMISSION*] questioned the following items:

[*INSERT DIALOGUE*]

Applicant Testimony

[*INSERT DIALOGUE*]

Interested Person Testimony

[*INSERT DIALOGUE*]

Applicant Rebuttal

[*INSERT DIALOGUE*]

MOTION:

ROLL CALL

\_\_\_\_\_ in Favor: [*LIST MEMBERS’ NAMES*]

\_\_\_\_\_ Opposed: [*LIST MEMBERS’ NAMES*]

MOTION [*CARRIED* *or* *DEFEATED*]

Conditions for Approval (if applicable)

Findings of Fact for Approval or Denial

1. **PUBLIC HEARING** *[list each item]*

[*NAME OF STAFF*] presented the staff report. Based on the staff report, the Department of [*FNSB DEPARTMENT NAME*] recommended [*APPROVAL or DENIAL*] of [*LIST ITEMS*]:

Public Hearing Opened

[*INSERT DIALOGUE*]

Public Hearing Closed

[*INSERT DIALOGUE*]

MOTION:

ROLL CALL

\_\_\_\_\_ in Favor: [*LIST MEMBERS’ NAME*S]

\_\_\_\_\_ Opposed: [*LIST MEMBERS’ NAMES*]

MOTION [*CARRIED or DEFEATED*]

1. **LEGISLATIVE HEARINGS** *[list each item]*

[*Name of Sponsor*] presented the Sponsor Report. [*summarize*]

[*NAME OF STAFF*] presented the staff report. Based on the staff analysis, the Department of [*FNSB DEPARTMENT NAME*] recommended [*APPROVAL or DENIAL*].

Public Hearing Opened

[*INSERT DIALOGUE*]

Public Hearing Closed

[*INSERT DIALOGUE*]

[*NAME OF SPONSOR*] presented a response. [*summarize*]

MOTION:

ROLL CALL

\_\_\_\_\_ in Favor: [*LIST MEMBERS’ NAMES*]

\_\_\_\_\_ Opposed: [*LIST MEMBERS’ NAMES*]

MOTION [*CARRIED or DEFEATED*]

1. **APPEALS** *[list each item]*

[*NAME OF STAFF*] presented the staff report. Based on the staff report, the Department of [*FNSB DEPARTMENT NAME*] recommended [*APPROVAL/DENIAL*].

Appellant [*NAME OF APPELLANT*] presented evidence and introduced \_\_\_\_\_\_\_\_\_\_\_ [*list documents, if any*]. Appellant presented witnesses \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*name witnesses and summarize testimony*].

Other parties [*NAME OF OTHER PARTIES*] presented evidence and introduced \_\_\_\_\_\_\_\_\_\_\_ [*list documents, if any*].

REBUTTAL: [*note if any*]

MOTION:

ROLL CALL

\_\_\_\_\_ in Favor: [*LIST MEMBERS’ NAMES*]

\_\_\_\_\_ Opposed: [*LIST MEMBERS’ NAMES*]

MOTION [*CARRIED or DEFEATED*]

1. **UNFINISHED BUSINESS** *[summarize as appropriate]*
2. **NEW BUSINESS** *[summarize as appropriate]*

# **EXCUSE FUTURE ABSENCES**

The absences of \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_ are excused. [*note dates*]

# **COMMISSIONER’S COMMENTS/COMMUNICATIONS** *[summarize as appropriate]*

Chairperson’s Comments

Commissioner’s Comments

Communications to the [*BOARD OR COMMISSION NAME*]

# **ADJOURNMENT**

There being no further business, the meeting was adjourned at \_\_\_\_\_\_\_\_\_ p.m.