Restoration Advisory Board
Meeting Agenda
(Date)

SAMPLE

- We need to start as close to 5 p.m. as possible.

5:00 – 5:30 General committee issues:

1. Item
2. Item
3. Etc.

5:30 – 7:50 Technical presentations/discussions
Followed by:
- Board discussions
- Public questions and concerns

7:50 – 8:00 Identification of agenda items for next meeting of the RAB and future meetings

- Meeting will be adjourned promptly at 8 p.m.

Meeting Ground Rules

1. Meetings start and end precisely as scheduled.
2. Meetings are open to public participation.
3. At all times — an atmosphere of mutual respect.
4. To allow for meaningful participation by everyone, time constraints will be exercised by the chair. Time will be extended for additional discussion or presentation following an approval of a specific request to the chair.
5. Comments and discussion should be germane to the topic currently being discussed.
6. Requests for agenda items should be made to the chair as soon as possible prior to the next meeting.

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