

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.

A. ROLL CALL

MEMBERS PRESENT:

MEMBERS ABSENT (note if excused):

OTHERS PRESENT:

B. MESSAGES [summarize as appropriate]

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

Disclosure & Statement of Conflict of Interest

C. 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.

D. MINUTES

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

E. CONSENT AGENDA ITEMS [list each item approved]

- 1.
- 2.

F. **QUASI-JUDICIAL HEARING** *[list each item]*

- 1.
- 2.

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]:

- 1.

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)

- 1.

2.

Findings of Fact for Approval or Denial

- 1.
- 2.

G. 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]:

- 1.
- 2.

Public Hearing Opened

[INSERT DIALOGUE]

Public Hearing Closed

[INSERT DIALOGUE]

MOTION:

ROLL CALL

_____ in Favor: [LIST MEMBERS' NAMES]

_____ Opposed: [LIST MEMBERS' NAMES]

MOTION [CARRIED or DEFEATED]

H. 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]

I. **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]

J. **UNFINISHED BUSINESS** [summarize as appropriate]

K. **NEW BUSINESS** [summarize as appropriate]

L. **EXCUSE FUTURE ABSENCES**

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

M. COMMISSIONER'S COMMENTS/COMMUNICATIONS [*summarize as appropriate*]

Chairperson's Comments

Commissioner's Comments

Communications to the [BOARD OR COMMISSION NAME]

N. ADJOURNMENT

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