AGENDA

# [Insert NGB/AAG Name] Meeting

## [Meeting Date]

## [Meeting Time]

## [Call in / joining details]

|  |  |
| --- | --- |
| [Insert Estimated Time] | **Call to Order** (*Council Chair*)  (**Note**: The *Council Chair will call the meeting to order. Attendance should be recorded in the Meeting Minutes, quorum is determined for any voting or motions, and the Secretary/designated member or staff will record Meeting Minutes)* |
| [Insert Estimated Time] | **Declaration of any Conflict of Interests** (*Council Chair*)  (**Note**: *Council members who have conflicts with specific agenda items will identify themselves and will be excused for the relevant section of the Agenda)* |
| [Insert Estimated Time] | **Approval of the Previous Minutes** (*Council Chair*)  (**Note**: *The Council Chair will ask if any changes to previous minutes are needed, and the Council will vote to approve the previous meeting minutes)* |
| [Insert Estimated Time] | **New Business and Updates**  (**Note**: *This is the meat of the meeting and will consist of any reports and updates from outside stakeholders and Council members. It can also be used to discuss non-confidential topics)*  **[New Business Item 1]** [Insert Estimated Time]  *[Agenda Detail 1] (Name of Council Member Presenting) (sub detail as necessary)*  **[New Business Item 2]** [Insert Estimated Time]  *[Agenda Detail 1] (Name of Council Member Presenting) (sub detail as necessary)* |
| [Insert Estimated Time] | **Executive Session** *(Name of Council Member Presenting)*  (**Note**: *This session will deal with confidential matters, whereby conflicted members or guests will depart. The Secretary will continue to take minutes, but these will be separate from the main meeting minutes. Any voting must take place outside of the Executive Session and be recorded in the main minutes, but the discussion can happen in the Executive Session)* |
| [Insert Estimated Time] | **Closing Remarks and Adjournment** (*Council Chair*)  (**Note**: *The Chair will inquire whether there is any further business to attend to, and if not, they can adjourn the meeting)* |