

POLICY NUMBER 5

STANDARD FORMAT OF AGENDA

Clause I. The following shall stand as the standard format for all Agendas of meetings conducted by the ASG:

- Call to Order
- Roll Call
- Absences (as needed)
- Public Comment or/and Oral Communications
- Approval of Minutes
- Special Presentations/Announcements (as needed)
- Consent Calendar (as needed)
- Ratifications (as needed)
- Vacancies (as needed)
- Appointments (as needed)
- Unfinished Business (as needed)
- New Business
- Reports
- Adjournment

Clause II. The Agenda of the ASG shall be published on specially-designed letterhead featuring the Palomar College logo, a description of the meeting location, the date and time of the meeting, and other pertinent information, and shall be posted in the method and manner prescribed in (Article IV, Section 3) of the Bylaws.

Approved 10/05/2005

Revised 12/01/2010, 10/27/17