

Meeting Process

1. **Call meeting to order** - Chairperson calls meeting to order.
2. **Roll Call** - Roll call is taken by secretary.
3. **Agenda Approval** - Chairperson asks for approval of the agenda. Motion is made by first member, then seconded. Voice call vote by all members. Motion Carried.
4. **Approve Meeting Minutes** - Chairperson asks for changes/approval of meeting minutes. Motion is made by first member, then seconded. Voice call vote by all members. Motion Carried.
5. **Receive & File Director's reports** – Chairperson asks for comments on report(s). Motion to receive & file is made by first member, then seconded. Voice call vote by all members. Motion Carried.
6. **Agenda items** - Next agenda item is discussed. Once discussion is finished, this item will not be discussed again later at this meeting. Recommendation can be made (to proceed with item, get prices, resume discussion at next meeting, etc.) or discussion closed if no recommendation is made. Motion is made to by first member, then seconded. Voice call vote by all members. Motion Carried.
7. **Commission Member Comments** – This item is to make comments only. No discussion should happen amongst commission members. If you have an item that needs to be discussed, it should be an item on the agenda.
8. **Set Date for Next Meeting** – can we set the same date each month?
9. **Adjournment** – Meeting is adjourned by first member, then seconded. Voice call vote to adjourn meeting.