

	Chair calls meeting X to order at Time on Date
Pledge and Invocation	Chair calls everyone to stand for pledge and invocation. Calls on Mr./Mrs.
Roll	Clerk polls for quorum
Minutes	Chair calls for approval/ questions/ edits of the minutes. Motion/2nd, chair calls for aye/ no
Old Business	If old business chair states that there is old business. (Heard the same as new business) If no old business, chair states no old business.
New Business	Chair will call each item of business. Chair states petition #, owner/agent
New Business	Chair opens petition XYZ- Chair calls clerk to review and present- Chair calls owner/agent to present- Chair calls for any public comment- Chair calls for any comments from the board- Chair closes public comment- Chair ask for a motion/2nd- Chair ask clerk to poll the board.
Close	Chair calls for a motion/2nd to adjourn meeting. Chair states that meeting X is now closed at Time on Date.