# Seal for the City of Albuquerque, 1706.City of Albuquerque Office of the Department

**Timothy M. Keller, Mayor Department Director**

## **BOARD, COMMITTEE OR COUNCIL NAME**

Weekday, Month XX, 20XX

|  |  |
| --- | --- |
| Members Present | Others Present |
| * Member Name, Chair
 | * Staff Name
 |
| * Member Name
 | * Staff Name
 |
| * Member Name
 | * Legal Staff Name
 |
| * Member Name
 | * Other Attendees
 |
| * Member Name
 | * Members of the Public
 |
| * Member Name
 |  |

### MINUTES

1. **Call to order.**
	1. The Board, Committee or Council Name Meeting of Month XX, 20XX, was called to order by Chair [LAST NAME] at TIME.
2. **Review and approval of agenda for Weekday, Month XX, 20XX.**
	1. Chair [LAST NAME] then asked for a motion to approve the agenda. Member [LAST NAME] moved to approve the agenda. Member [LAST NAME] seconded. Motion approved 6-0.
3. **Review and approval of minutes from Month XX, 20XX.**
	1. Chair [LAST NAME] asked for a motion to approve the minutes from Month XX, 20XX. Member [LAST NAME] moved to approve the minutes. Member [LAST NAME] seconded. Motion approved 6-0.
4. **Public Comment.**
	1. This is a good place to write out any key subjects the public brought up during this comment period. Make this as concise as possible rather than a word-for-word transcript. Insert that information here.
5. **Agenda Item #1.**
	1. This section captures the key points and discussions related to [Agenda Item Title]. The discussion included the introduction of new project guidelines by [Presenter's Name], followed by feedback and questions from team members regarding the implementation process. The team agreed to adopt the new guidelines starting from [Date]. Action items include [Team Member Name] drafting a detailed implementation plan by [Deadline] and scheduling a follow-up meeting to review progress on [Date].
6. **Agenda Item #2.**
	1. This section captures the key points and discussions related to the adoption of new guidelines. The discussion included a thorough review and feedback session with team members. Key points raised involved the possibility of the new guidelines and potential impacts on current operations. After addressing questions and concerns, the board proceeded to vote on the adoption of the guidelines. Member [LAST NAME] moved to adopt the resolution. Member [LAST NAME] seconded. Motion approved 4-0 with two abstentions.
7. **Agenda Item #3.**
	1. This section captures the discussion on adopting a resolution. The board engaged in a comprehensive dialogue concerning the resolution's purpose and potential implications. Various perspectives were shared regarding the necessity and feasibility of the proposed resolution. After deliberation, the board moved to vote on its adoption. The vote count resulted in unanimous approval for the resolution. Action items include [Designated Member] finalizing the resolution text and distributing it to all stakeholders by [Deadline]. Follow-up discussions are scheduled to monitor the resolution's implementation progress.
	2. Member [LAST NAME] moved to adopt the resolution. Member [LAST NAME] seconded. Motion approved 4-0 with two abstentions.
8. **Old Business.**
	1. This section revisits previously discussed topics or unresolved matters from past meetings. It serves as an opportunity to follow up on pending issues, provide updates, or continue discussions that were tabled for further consideration. Old business items may include outstanding action items, unresolved concerns, or previously proposed initiatives that require additional attention. The purpose is to ensure that important matters are not overlooked and to facilitate progress toward resolution or decision-making.
9. **New Business.**
	1. This section introduces fresh topics or initiatives for discussion that have not been addressed in previous meetings. New business items may include emerging issues, proposed projects, or updates on recent developments relevant to the organization or team. It provides an opportunity for participants to bring forward new ideas, concerns, or opportunities for consideration and action. The purpose is to ensure that the meeting agenda remains dynamic and responsive to evolving priorities and challenges.
10. **Adjournment.**
	1. There being no further business before the Board, Chair [LAST NAME] asked for a motion to adjourn. Member [LAST NAME] moved to adjourn. Member [LAST NAME] seconded. Motion approved 6-0. Meeting adjourned at 1:46pm.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_