**[](https://www.smartsheet.com/try-it?trp=11621&utm_source=integrated-content&utm_campaign=/content/board-meeting-agenda-templates&utm_medium=Emergency+Board+Meeting+Agenda+doc+11621&lpa=Emergency+Board+Meeting+Agenda+doc+11621)EMERGENCY BOARD MEETING  
AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | TIME | LOCATION | |
| MM/DD/YY |  |  | |
| MEETING CHAIR | EMAIL | | PHONE |
|  |  | |  |
| BOARD MEMBERS IN ATTENDANCE | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AGENDA | | | | |
| DESCRIPTION | | VOTE / ACTION ITEM | | |
| 1. Call to Order | |  | | |
| 1. Review item that requires the board’s immediate attention | |  | | |
| 1. Date, time, and location of next regular meeting | |  | | |
| 1. Adjournment | |  | | |
|  | |  | | |
|  | |  | | |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| BOARD CHAIR APPROVAL | | BOARD SUB-CHAIR APPROVAL | |
| SIGNATURE | DATE | SIGNATURE | DATE |
|  |  |  |  |

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