**EMERGENCY BOARD MEETING
AGENDA TEMPLATE**

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

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| --- |
| 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
 |  |
|  |  |
|  |  |
|  |  |  |  |  |

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

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