



SAMPLE AGENDA – County Resolutions Meeting

PLACE: _____ DATE: _____ TIME: _____

NO. OF ATTENDEES _____

- I. Call to Order
 - II. Discuss Purpose of the County Resolutions Meeting
 - III. Prepare Draft Resolutions
 - a. Refer to NDFB Resolution Writing Checklist and apply NDFB’s Resolution Building Steps
 - IV. Discuss and Review NDFB’s Policy Regarding Resolutions
 - a. Do we have 7 or less resolutions?
 - V. Presenting Resolutions
 - a. Who will be presenting resolutions at County Annual Meeting?
 - b. Who will be presenting resolutions at District Resolutions Meeting?
 - c. Where and when will it be held?
 - VI. Other Business

 - VII. Adjourn
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