[Board name] Regular Meeting Agenda

[Day, Month Date, Year] at [Time]
[Meeting location, full street address]
Remote option: [how to join, including a phone number]

Accessibility: to request an accommodation or this agenda in another format, contact [name] at [phone] or [email] by [deadline].

1. Call to order and roll call

2. Public comment

[How and when the public may comment, and any time limit.]

3. Consent agenda

1. [Approval of minutes of the Month Date, Year meeting]
2. [Payment of bills]

4. Business items

4.1 [Item title]

[One or two plain-language sentences on what the board will decide.] Attachment: [Descriptive attachment title], [number] pages.

4.2 [Item title]

[Summary.]

5. Reports

6. Adjournment

Template tip: keep the numbered headings. Screen reader users jump between them to find their item. Name attachment links by their title, not "Attachment A".