## Sample Meeting Agenda

Agendas provide an overview of what will and can be discussed during an AGIC meeting. All agendas should follow these rules:

* Agendas and consent agendas must be posted to the AGIC website **at least 24-hours in advance of the meeting**.
* Final agendas should be converted to a PDF file before being uploaded to the AGIC website.
* Final agendas should be made accessible to those with vision difficulties. This includes:
  + All fonts should be Arial font.
  + Font sizes should be no smaller than 10 points.
  + Additional instructions are available from the [Microsoft Office website](https://support.microsoft.com/en-gb/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-us&rs=en-gb&ad=gb).
* Agendas, consent agendas, previous meeting minutes, and any materials the group is expected to review during the meeting should be distributed to meeting participants at least 24-hours in advance of the meeting.

The sample agenda on the following pages provides an overview of the general elements of an agenda. Feel free to copy this document, with comments, and update the document according to the comments.

**NOTICE AND AGENDA OF MEETING OF THE**

**ARIZONA GEOGRAPHIC INFORMATION COUNCIL**

**ADMINISTRATIVE AND LEGAL COMMITTEE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Arizona Geographic Information Council and to the general public that the Arizona Geographic Information Council Administrative and Legal Committee will hold a meeting open to the public.

**Meeting Time:**

Monday, January 1, 2024 from 1:00 pm – 2:00 pm

**Meeting Location: Virtual Only - Google Meets**

Video call link: <https://meet.google.com/mjo-nzpp-bgv>

Or dial: (US) +1 205-844-5291 PIN: 978 204 118#

More phone numbers: <https://tel.meet/mjo-nzpp-bgv?pin=7593612227787>

**Committee Voting Members**

| **Member** | **Agency/Company** |
| --- | --- |
| Member Name | Member agency or company |

Items on the agenda may be heard out of order. The Committee may discuss and act on the following items. The agenda of the meeting is as follows:

1:00 pm Call to order, establish a quorum, and introductions (Chair Name)

1:05 pm Approval of previous meeting minutes (Chair Name)

1:10 pm Agenda Item (Name of person who will lead discussion)

1:50 pm Comments, requests, and items for future agendas and meeting dates. The committee may discuss matters of procedure relative to its meetings. Committee members may also wish to direct staff to study areas of concern, place such items on future agendas, and to discuss and schedule future meeting dates.

1:55 pm Call to the public

2:00 pm Adjourn

A copy of the agenda background material provided to working group members is available for public inspection at the Arizona Geographic Information Council's office at 1616 West Adams Street, Phoenix, AZ, 85007, Room 216A. Members of the Committee will attend either in person or by telephone conference call. Questions regarding the meeting may be referred to [Chair Name and Phone]. This agenda will be posted at Arizona State Land Department, 1616 W. Adams, Phoenix, AZ, 85007 by the State Cartographer’s Office 24 hours prior to the meeting.

The Arizona Geographic Information Council does not discriminate on the basis of disability in the provision of its programs, services, and activities. Persons with disabilities who require accommodations for effective communication and participation in the meeting may request a reasonable accommodation by contacting the ADA Coordinator at (602) 542-2629. Requests should be made as early as possible to arrange the accommodation.