

**Riverside Cemetery District
Board Policy**

AGENDA FORMAT

Policy 22

The order of business at all regular meetings shall be as follows unless altered by unanimous consent of those members present:

- 1.0 Call to Order

- 2.0 Consent Agenda
 - 2.1 Roll Call
 - 2.2 Review and Approve Agenda
 - 2.3 Approval of minutes
 - 2.4 Approval Of Vouchers
 - 2.4 Treasurer's Report
 - 2.5 Sexton's Report
 - 2.6 Office Manager's Report
 - 2.7 Attorney's Report
 - 2.8 Committee Reports

- 3.0 Discussion Items
 - 3.1 Public Input on Agenda/Non-Agenda Item
 - 3.2 Old Business Not Requiring Action

- 4.0 Action Items
 - 4.1 Formal Acceptance of Business Requiring Action

- 5.0 Visitor Comments

- 6.0 Executive Meeting (if necessary)

- 7.0 Adjournment

Adopted: 11/9/2004