

SAMPLE MEETING AGENDA

(Your Name) County Boroughs Association (CBA)

Date

- Welcome Officials and Guests
(Acknowledgement Order: *Federal, State, County, PSAB*)
- Introduction of PSAB Officers and/or Staff
- Pledge of Allegiance
(*State Flag to the left of Speakers; U.S. Flag to the right*)
- Invocation (Optional)
- Dinner
- Roll Call By Borough (Attendance)
- Speaker 1
- Speaker 2
- Speaker 3
- Approval of Minutes
- Old Business
- Committee Reports
- New Business
- PSAB Report
- Next Meeting
- Adjournment