

# College of the Desert Meeting Agenda Template

As of May 10, 2019

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## How to Use this Template for Meeting Agendas

1. Logos
   1. If you add a second logo, include an alternative text description.
   2. For example, “College of the Desert”, for the COD logo.
   3. Do not include the word logo the words picture, image, etc.
2. Drafts
   1. Do not use watermarks.
   2. Add “Draft of” before “Minutes for…”
3. Optional Sections
   1. Sections that are not used by a committee may be deleted.
   2. Make sure to delete extra blank lines.
4. Adding text
   1. Replace the text in brackets with the actual agenda information.
   2. Type over the information instead of using copy and paste.
   3. For example, replace “[Name of Committee/Task Force]” with “College Planning Council”.
   4. Avoid using additional bold, italics, or all caps within the document.
   5. Underlining is reserved for hyperlinks.
   6. Since this document will also be printed, hyperlinks do not need to be descriptive. For example, [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) is acceptable.
5. Lists
   1. Create new items by typing Enter at the end of a list item.
   2. Delete the entire line to remove an extra item from a list.
   3. Adjust the list item levels by increasing or decreasing the indent or typing Tab after the list item number.
6. Insert page breaks to move text to a new page, Ctrl + Enter.
7. An [Example Committee Agenda](#_Example_Committee) is provided after the template.
   1. Links in the example refer back to relevant sections of these instructions for convenience.
8. Delete the first five pages of instructions and reference information.
9. Delete the [Example Committee Agenda](#_Example_Committee) at the end of this document.

## Template Formatting Reference Information

1. Margins
   1. Top and bottom: 0.5 inch
   2. Left and right: 0.75 inch
2. Document font
   1. Verdana 14 points
      1. Title
   2. Verdana 12 points
      1. All other text
   3. Avoid using additional bold, italics, or all caps within the document.
   4. Underlining is reserved for hyperlinks.
   5. Since this document will also be printed, hyperlinks do not need to be descriptive. For example, [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) is acceptable.
3. Document heading structure
   1. Heading level 1
      1. Committee name
   2. Headings level 2
      1. Date of the meeting
      2. Members (total #):
      3. Quorum: [#]
      4. Subject to the Brown Act:
      5. Next Meeting
      6. Agenda Item Details
   3. Headings level 3
      1. Agenda sections beginning with 1. Call to Order/Roll Call
   4. The rest of the document is Normal text or items in lists.
4. Vertical spacing (blank lines)
   1. The document is set to 1.5 lines paragraph spacing.
   2. Paragraph spacing in Members sections is 1.15 lines and 4 points after.
   3. Agenda sections have 4 points at the beginning of each line as spacing.



# [Name of Committee/Task Force]

## **Agenda for [Day, Month Date**, **Year (Friday, April 7, 2019)]**

[Time]

[Location (do not use acronyms)]

[Optional video conference information]

## Committee Members (total #):

[List members in any order used by the Committee, Normal text left indented 0.25 in, paragraph spacing in this section is 1.15 lines]

## Quorum:

## Subject to Brown Act: Yes or No

### Call to Order/Roll Call

* 1. Public Comments (optional)

### Action Items

* 1. Approval of Agenda
  2. Approval of [date] Minutes
  3. [Action Item]

### Information/Discussion Items

* 1. [Information/Discussion Item]
     1. [Information/Discussion Sub-item]
     2. [Information/Discussion Sub-item]
  2. [Information/Discussion Item]

### Good of the Order (optional)

### Future Agenda Topics (optional)

### Adjournment

## Next Meeting (optional)

[Day, Month Date, Year]

[Time]

[Location (do not use acronyms)]

## **Agenda Item Details**

[Use Normal text style or bulleted lists]



# [Example Committee](#AddingText)

## [Draft of](#Drafts) **Agenda for** Tuesday, May 7, 2019

10:00 am – 11:30 am

Math Science Technology Center – Room 106

## Committee Members (total #): 2

Jane Smith (Chair), John Smith

## Quorum: 2

## Subject to Brown Act: No

### Call to Order

* 1. Public Comments

### Action Items

* 1. Approval of Agenda
  2. Approval of April 9 Minutes

### Information/Discussion Items

* 1. [Update on Revised Role, Deliverables and Membership Discussion - Jane](#AddingText)
  2. Reports
     1. Report 1 – Jane
     2. Report 2 - John

### [Good of the Order](#OptionalSections)

### Future Agenda Topics

### Adjournment

## Next Meeting

Tuesday, September 9, 2019

10:00 am – 11:30 am

Math Science Technology Center – Room 106