

APPENDIX E

SAMPLE AGENDA

1. Introduction (By Convener)

- A. Appoint Temporary Secretary
- B. Purpose of Meeting: 96-86 700 MHz

2. Election of Chair

- A. Nominations for Chair (and Vice Chair)
- B. Elections
- C. Appointment of Secretary, Treasurer and Standing Committee Chairs
- D. Standing Committees
- E. Adoption of Bylaws
- F. Development of Draft Plan
- G. Establish Future Meetings and Locations
- H. Adjourn