

**(TOWN) Agricultural Commission
Steering Committee**

(DATE)

(TIME)

(PLACE)

- Introductions
- Select facilitator for meeting
- Select recorder for meeting

To Do

- Town regulations/rules regarding composition of boards and commissions
- Schedule for submission of article/by-law for (DATE) Town Meeting Warrant
- Review existing articles and by-laws: Discussion, needed changes, additions...

- **Draft By-law and Article**
- Assign responsibility for submission and follow up on status of by-law and article.

- **Identify Next Steps**

- Develop by-law, article advocacy plan (town boards, Town Meeting members, understand opposition, newspaper articles, media advocacy...)
- Steering Committee member listing of names, addresses and contact numbers
- Construct agenda for next meeting
- Schedule next meeting
- Other
- Adjourn