

Staff**From:** GAIL BROCK [sdatat@sdtownships.com]**Sent:** Thursday, February 21, 2008 2:34 PM**To:** sdtstaff@sdtownships.com

**SAMPLE AGENDA FOR ANNUAL TOWNSHIP MEETING
TUESDAY, MARCH ____, 20 ____.**

Registration and Residence Requirements are set forth in section 8-3-7.

1. Call to order by Township Clerk (**REQUIRED §8-3-6**)
2. Selection of three judges by township electors (**REQUIRED §8-3-6**)
3. Selection of moderator by judges (**REQUIRED §8-3-6**)
4. Statement of items on agenda by moderator (**REQUIRED §8-3-10**)
5. Proclamation of opening of the polls (**REQUIRED §8-3-14**)
6. Nomination of township officers
7. Election of township officers (**REQUIRED §8-3-12 and §8-3-13**)
8. Reading and approval of minutes of _____ annual meeting (**REQUIRED**)
9. Treasurer's report (**REQUIRED**)
10. Approval of Board of Supervisor's report concerning audit of Treasurer's account
11. Township attorney's report
12. Approval of budget and township levy for funds for fiscal year _____ as follows:

	BUDGET	LEVY
General Fund	\$ _____	\$ _____
Highway Fund	\$ _____	\$ _____
Fire Department (§8-9-4)	\$ _____	\$ _____
Snow Removal (§31-13-22)	\$ _____	\$ _____
Ambulance (§8-9-7)	\$ _____	\$ _____
	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
(REQUIRED)		

13. Purchase of equipment in excess of \$15,000.00 (**REQUIRED §8-9-3**)
14. Approval of legal newspapers (**REQUIRED**)

15. Fire Protection Report
16. Approval of Fire Protection Contract (**REQUIRED §8-9-4**)
17. Approval of membership in County Association of Towns and Townships and in the South Dakota Association of Towns and Townships
18. Appointment of weed supervisor; determination of whether amount paid for clean-up of township roads shall be paid for by the landowners or the township (**REQUIRED §§31-31-5, 31-31-6**)
19. Approval of Township road system and designation of maintenance levels for roads within the system (**REQUIRED §31-31-1**)
20. Culvert Inspection Report
21. Approval of salaries for township officers (**REQUIRED**)
22. Ratification and approval of all actions of the Board of Supervisors at regularly scheduled meetings and special meetings for the fiscal year ending _____
23. Other new business
24. Proclamation of closing of polls and tabulation of ballots

Note: This is a suggested agenda only; it can be modified somewhat, but care should be given to the "required" actions.

*Gail Brock, Executive Director
South Dakota Association of Towns & Townships*

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