

**City of Portage
Board of Review
Session Agenda**

- 1. Call to order** – by the Chair or Vice Chair
 - a. If neither Chair or Vice-Chair present, Board Secretary calls meeting to order.
 - b. Presiding Chair is nominated by members present.
 - c. Presiding Chair takes control of the meeting.

Note date and start time of the meeting

- 2. Determination of quorum.**

Two members of the three-person panel in attendance

- 3. Public comment period.**

Public comment is limited to three minutes per person.

Person should state their name and address prior to beginning comment.

- 4. Review Scheduled appointments, mail appeals, correspondence.**

- 5. Session adjournment.**

Note end time