



(BCC Name)
(Day, Date of Meeting)
(Location of Meeting)
(Address of location)
Tucson, Arizona (zip code)

Legal Action Report

(Items on the LAR must mirror the item the way it was listed on the agenda)

1. **Call to Order/Roll Call**
A quorum was established.
2. **Approval of Minutes: (date of meeting)**
Motion to approve the minutes of (insert date), (as submitted or with corrections), was passed by a voice vote of (insert # to #).
3. **Call to the Audience**
4. **Subcommittee Reports**
 - a. **(list subcommittee)**
Report given, no action taken.
5. **(List Agenda Item)**
Discussion held, no action taken.

OR, if action was taken, the motion needs to be listed and the outcome of the vote.

Motion by (insert name), duly seconded, to (list motion), was passed by a voice vote of (# to #), or was passed by a roll call vote of (# to #).
6. **Future Agenda Items**
7. **Adjournment – (insert time meeting adjourned)**