**Note:** Simply clicking the “Search” button will yield results. Entering information in any or all of the search fields will narrow your results.

1. Enter the year or range of years you would like to search.

2. Enter date(s) of meeting(s)

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3. Choose to search Agendas or Meeting Minutes. Leave this blank if you would like results from both categories simultaneously.

4. Enter search word(s)

4. Enter text you are searching for, using quotes for an exact phrase. (A single word search requires no quotes).
5. After clicking the **Search** button, click the **view icon** to see the requested results.