

Minutes of Meeting

(Name of Subordinate Body)

Date: _____ the _____ was **called to**
(Membership or Exec Board)
order by _____ Time: _____

Roll Call of Officers :	_____	President	Present	Absent	Excused
(Circle Status) :	_____	Vice Pres	Present	Absent	Excused
:	_____	Secretary	Present	Absent	Excused
:	_____	Treasurer	Present	Absent	Excused
:	_____	Exec Brd	Present	Absent	Excused
:	_____	Exec Brd	Present	Absent	Excused
:	_____	Exec Brd	Present	Absent	Excused

Is there a **Quorum**? YES _____ NO _____ (If No, Meeting is Informational)

_____ **Executive Board Meeting Minutes** (Copies of report should be handed out at meeting – if not, report should be read.) Are there any additions or corrections?

Motion made by _____ to approve. Seconded by _____
Motion Passed/Failed _____

_____ **General Membership Meeting Minutes** (Copies of report should be handed out at meeting – if not, report should be read.) Are there any additions or corrections?

Motion made by _____ to approve. Seconded by _____
Motion Passed/Failed _____

Treasurer’s Report (Copies of report should be handed out at meeting – if not, all details should be put in the minutes. Include which monthly reports were presented or the check numbers covered.) Does everyone have a copy of the Treasurer’s report? If no report, are all checks listed? Are there any questions?

Treasurer should present any **Polls** taken and give the results of the poll.

A poll was taken on _____ for the purpose of _____.

The officers voted as follows and the poll Passed/Failed. Copy of poll is attached to the Treasurer’s Report.

If there are no objections, make motion to approve the Treasurer’s report.

Motion made by _____ to approve. Seconded by _____
Motion Passed/Failed _____

President’s Report: (Give Summary) _____

Motion made by _____ to approve. Seconded by _____
Motion Passed/Failed _____

Staff Report (Summarize) _____

State Board Member Report:(Summarize) _____

Committee Reports- Name of Committee _____
(Summarize) _____

Committee Reports- Name of Committee _____
(Summarize) _____

Unfinished Business: (items referred to at a previous meeting which requires membership action)

Motion made by _____ to (give details) _____

Seconded by _____ Motion Passed/Failed _____

New Business: (items raised at this meeting that require membership action)

Motion made by _____ to (give details) _____

Seconded by _____ Motion Passed/Failed _____

Good and Welfare: (Can be used to announce planned activities, announce when next meeting is, etc.)

Adjournment: Do I hear a motion to adjourn? Motion made by _____
to adjourn meeting at _____. Seconded by _____
Motion Passed/Failed _____

(Signature of Secretary)