Meeting Minutes

(Organization Name) | (Location) | (City, State, and ZIP Code) | (Phone Number) | (Email Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Call to Order** | |
| A [meeting type] meeting of [organization name] was held on [date] at [location]. It began at [time] and was presided over by [chairperson’s name], with [secretary’s name] as secretary. | |
| **Attendees** | |
| Voting members in attendance included [list voting members here]  Guests in attendance included [list guests here]  Members not in attendance included [list members who did not attend] | |
| **Approval of Minutes** | |
| A motion to approve the minutes of the previous [date] meeting was made by [name] and seconded by [name]. | |
| **Officer’s Reports** | |
| [Report name] was presented by [name of presenter].  [Report name] was presented by [name of presenter]. | |
| **Other Reports** | |
| [Report name] was presented by [name of presenter]. The following resolution was adopted: [resolution]. | |
| **Main Motions** | |
| **Motion:** Moved by [name] and seconded that [state the motion here]. The motion [carried or failed] with [number of yea’s] in favor and [number of nay’s] against.  **Motion:** Moved by [name] and seconded that [state the motion here]. The motion [carried or failed] with [number of yea’s] in favor and [number of nay’s] against.  **Motion:** Moved by [name] and seconded that [state the motion here]. The motion [carried or failed] with [number of yea’s] in favor and [number of nay’s] against. | |
| **Announcements** | |
|  | |
| **Adjournment** | |
| [Name of mover] moved that the meeting be adjourned, and this was agreed upon at [time of adjournment]. | |
| **Secretary (Organization Name)** | **Date of Approval** |
|  |  |

https://www.freetemplatedownloads.net/