Minutes for [Organisation]

Call to order

A [meeting type] meeting of [organisation] was held at [date] at [venue]. It began at [time] and was presided over by [presiding officer or chairman’s name] with [secretary’s name] as secretary.

Attendees

Voting members in attendance: [list]

Guests in attendance: [list]

Members not in attendance: [list]

Approval of minutes

A motion to approve the minutes of the [previous date] meeting was made by [name].

Officer’s reports

[Report name] was presented by [officer’s name]

[Report name] was presented by [officer’s name]

[Report name] was presented by [officer’s name]

Other reports

[Report name] was presented by [name of other presenter]. The following resolution was

adopted: [resolution]

Main motions

Main motion: Moved by [name]. The motion [carried or failed] with [number] in favour and [number] against by a ballot vote.

Main motion: Moved by [name]. The motion [carried or failed] with [number] in favour and [number] against by a ballot vote.

Main motion: Moved by [name]. The motion [carried or failed] with [number] in favour and [number] against by a ballot vote.

Announcements



Adjournment

[Name of mover] moved that the meeting be adjourned, and this was agreed upon at [time of adjournment].

Secretary signature

Date of approval