

Minutes for [Organization Name]

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 [chairman'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].

Officers' 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