

# Formal Meeting Minutes



Organization Name: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Call to Order Time: \_\_\_\_\_

Time: \_\_\_\_\_

Adjournment Time: \_\_\_\_\_

Location: \_\_\_\_\_

| MEMBERS PRESENT<br>(Name) | MEMBERS ABSENT<br>(Name) | GUESTS<br>(Name & Affiliation) | QUORUM                                       |
|---------------------------|--------------------------|--------------------------------|----------------------------------------------|
| _____                     | _____                    | _____                          | Quorum Required: _____                       |
| _____                     | _____                    | _____                          | Quorum Present: _____                        |
| _____                     | _____                    | _____                          | <input type="checkbox"/> Quorum Achieved     |
| _____                     | _____                    | _____                          | <input type="checkbox"/> Quorum NOT Achieved |
| _____                     | _____                    | _____                          |                                              |
| _____                     | _____                    | _____                          |                                              |
| _____                     | _____                    | _____                          |                                              |

## 1. APPROVAL OF PREVIOUS MINUTES

Date of Previous Minutes: \_\_\_\_\_

Motion to Approve: \_\_\_\_\_ Seconded By: \_\_\_\_\_ ☐ Approved ☐ Not Approved

Notes: \_\_\_\_\_

## 2. AGENDA ITEMS

Discussed: \_\_\_\_\_  
\_\_\_\_\_

## 3. REPORTS

Presented By: \_\_\_\_\_ Summary: \_\_\_\_\_  
\_\_\_\_\_

## 4. MOTIONS

| MOTION / DESCRIPTION | MADE BY | SECONDED BY | DISCUSSION / NOTES |
|----------------------|---------|-------------|--------------------|
|                      |         |             |                    |
|                      |         |             |                    |
|                      |         |             |                    |

## 5. VOTING RESULTS

Outcome: \_\_\_\_\_ (Passed / Failed / Tabled / Withdrawn)

Other Notes: \_\_\_\_\_

Vote Tally: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

## 6. UNFINISHED BUSINESS

Item: \_\_\_\_\_  
Status / Action Required: \_\_\_\_\_

## 7. NEW BUSINESS

Item: \_\_\_\_\_  
Action / Next Steps: \_\_\_\_\_

## 8. NEXT MEETING

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Agenda Items (if known): \_\_\_\_\_

| CHAIRPERSON SIGNATURE        | SECRETARY SIGNATURE          | DATE APPROVED         |
|------------------------------|------------------------------|-----------------------|
| _____<br>Printed Name: _____ | _____<br>Printed Name: _____ | _____<br>(MM/DD/YYYY) |