
Template for Meeting Minutes

Minutes for the _____
(name of club or organization)

Date _____

Call to Order

The meeting was called to order at _____ [Time]

Attendance

[List all members in attendance first, then the advisor, then any guests and visitors]

[At end, note:] A quorum of the number of members required to conduct business was _____ was not _____ present (check one)

Reading of the Minutes

The minutes of the previous meeting were presented by _____ . Changes/corrections are [list name of person making correction]

Motion to adopt the minutes as presented/corrected:

Seconded:

Vote: Aye _____ Nay _____ Abstain _____
[or indicate if approved by voice vote]

Officer Reports

[Indicate which officers/advisors reported and a brief summary of what they reported on]

Committee Reports

[Indicate which committees reported and a brief summary of what they reported on]

Special Orders

[Any special items designated for consideration and this meeting or on-going business such as the recognition of clubs and organizations]

Old Business

[Present by topic and any action taken. A summary of discussion could be included, however, this is not to be a transcript of what was said or a recitation of who spoke for and/or against a topic]

[Use this format for recording motions] Motion: It was moved by _____ that [state motion here]. It was seconded by _____. Discussion.

[Record any amendments to the motion and any calls for the Previous Question, with makers and seconders]

Vote: Aye _____ Nay _____ Abstain _____ [or indicate if approved by voice vote]

New Business

[Use same format as Old Business]

Announcements

[List any announcements made]

Adjournment

[Indicate if adjourned by the Chair or if a motion was made, seconded, and voted on. Show who made motion and second]

The meeting was adjourned at _____ [Time]

Notes

Insert any other meeting categories or agenda items as appropriate for your club/organization in the order in which they happened during the meeting.

The minutes are to be a summary and record of what happened, not a transcript.

Use highlights when summarizing discussion or reports and attach copies of any written reports or exhibits]