

Nancy Sylvester, MA, PRP, CPP-T

Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
Professional Registered & Certified Professional Parliamentarian

Sample Minutes Template

MINUTES of [Organization name]

Meeting date: _____

Call to order: A _____ [kind of meeting] meeting of the _____ [organization name], was held in _____ [place, city, state] on _____ [date], 20___. The meeting convened at _____ [time], President _____ [name] presiding, and _____ [name], secretary.

[Some small organizations choose to list attendees. This works well for boards of directors.]

Members in attendance: [optional item]

Members not in attendance: [optional item]

Approval of minutes: Motion was made by [name], and seconded to approve the minutes of the _____ [date] meeting. **Motion carried.**

Officers' reports:

President

Vice president

Secretary

Treasurer

Board and committee reports:

Unfinished business:

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [leave only one of these]

New business:

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [leave only one of these]

Announcements:

Adjournment: The meeting was adjourned at _____ [time].

Secretary
[Organization Name]

Date of approval

ABC
MINUTES
Board of Directors
Meeting Date:

Date of Approval _____

Call to Order: A regular meeting of the Board of Directors, ABC, was held in [place, city, state] on [date], 200. The meeting convened at :00 A.M. on the first day, Chairman _____ presiding, _____, Secretary. Members of the Board in attendance were [names]. Members not in attendance were [names].

Approval of Minutes: Minutes of the _____ meeting of the ABC Board of Directors were approved as printed and distributed to the members of the board.

Officers Reports:

Other reports: [committee reports belong here]

Unfinished Business:

Section title

Motion: Moved by [name] and seconded that [state motion].
Motion carried. Motion failed.

New Business:

Section title

Motion: Moved by [name] and seconded that [state motion].
Motion carried. Motion failed.

Announcements:

Adjournment: [Date] and the [place, city, state], were fixed as the time and place of the next regular meeting and the [date] meeting was adjourned at [time].

Secretary

Date of Approval