

Sample Minutes Template

Minutes of [NAME OF LOCAL CHAPTER] of
The Links, Incorporated
[LOCATION]
[DATE] AND [TIME]

Call to order: The _____ [kind of meeting] meeting of the _____ Chapter, was held at _____ [place, city, state] on _____ [date], 20___. The meeting convened at _____ [time]. President _____ presiding, and _____, Secretary present.

The Linkspiration was provided by Link _____. [Optional]

Members in attendance: [Optional if an attendance sheet is attached.]

Members not in attendance: [Optional]

Guests in attendance: [Optional]

President (or Presiding Officer) affirmed the quorum.

Adoption of the Agenda: Without objection, the agenda was adopted as presented. [Or, if a motion was made: It was moved by Link _____ [name], and seconded, to adopt the agenda. The motion was adopted (or adopted as amended).]

Approval of Minutes: [If adopted by general consent] Without objection, the minutes of the _____ [date] meeting were adopted as presented [or as corrected]. [If adopted by motion: Motion was made by _____ [name], and seconded to approve the minutes of the _____ [date] meeting. The minutes were adopted as presented [or as corrected].]

Officers' Reports:

President – The report of the President, Link _____, was received and placed on file. [or, The president presented a verbal report].

Vice President -The report of the Vice President, [or Membership Committee], Link _____, was received and placed on file. Link _____. [name of member other than V.P.] moved that [exact wording of motion]. The motion was adopted/not adopted.

Treasurer – The report of the Treasurer, [or Finance Committee], Link _____, was received and placed on file. The account balances were reported as follows: _____.

Board and Committee Reports:

Executive Board – The report of the Executive Board, given by Link _____, was received and placed on file. Link _____ [name], reporting on behalf of the Executive Board, moved that [exact wording of motion]. The motion was adopted/not adopted.

Fundraising Committee – The report of the Fundraising Committee, given by Chairman Link _____, was received and placed on file. Link _____ [name], reporting on behalf of the Fundraising Committee, moved that _____ [exact wording of motion]. The motion was adopted/not adopted.

Arts Facet – The report of the Arts Facet, given by Chairman Link _____, was received and placed on file.

Reports of Special Committees:

Computer Purchase Committee – The interim report of the Computer Purchase Committee, given by Chairman Link _____, was received and placed on file.

Special Orders:

[Actions of the chapter on matters the bylaws indicate should take place at this month's meeting]

Unfinished business:

[Subject title]

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

Motion adopted/Motion failed. [Leave only one of these.]

New business:

[Subject title]

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

Motion adopted/Motion failed. [Leave only one of these.]

Announcements: [Optional]

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

Secretary

Chapter
The Links, Incorporated

Date of approval

(This *Minutes Template* is a guide, and not a mandate. The *Minutes Template* follows the Order of Business according to Robert's Rules of Order, *Newly Revised* (11th ed.), p. 353, ll. 10-15. The order of the other items is optional.)

Note: Report the full count of all ballot votes.