MEETING MINUTES

The following is a sample list of information that should be included in Meeting Minutes. A meeting agenda could also follow this format.

Date (month-day-year) of the meeting
Time and Location of the meeting
Presiding officer's name and title

Roll Call-
Members present (name and title)
Members absent (name and title)
Quorum or lack of quorum present
Guests present (names and titles, if appropriate)

Approval of Previous minutes

- as read
-as corrected (corrections to be included in current meeting minutes as a courtesy for those absent from the current meeting)
- when minutes are approved, the word "approved" with the secretary's initials and the date written in the lower left-hand corner

Officer / Committee Reports

Old Business *

New Business*

Announcements

Date (month-day-year) of next meeting

Time of adjournment

* Each topic discussed should be placed in a separate paragraph with the appropriate heading for easy reference. The discussion can be condensed but the specific details influencing the decision made should be included in the minutes. Each motion made (unless it was withdrawn) together with the name of the member who made the motion and the name of the member who seconded the motion should be included in the minutes. Specific action taken on the motion (carried, lost, defeated, tabled) should be recorded; if a head count was taken, the head count is recorded. All motions should be underlined for easy reference.