

FORMAT OF MINUTES

Arrangement of Formal Minutes

The following items are generally included in formal minutes:

1. Kind of meeting (regular, special, general, etc.)
2. Day, date, time, and place of meeting.
3. The word “Minutes” in the heading.
4. Name of meeting body.
5. Opening paragraph, i.e., The Board of Directors of Company Name met for (kind of meeting) on day, date, and time at address, etc.
6. Members present. Begin with the presiding officer or chairman.
7. Members absent.
8. Guests and staff present.
9. Time the presiding officer calls the meeting to order.
10. Statement that notice had been duly mailed, etc.
11. Presence of a quorum.
12. Action taken on the last meeting’s Minutes.
13. Treasurer’s report.
14. Executive officer’s report.
15. Committee reports.
16. Election report.
17. Other current business.
18. Old business
19. New business
20. Adjournment – Day, date, and time of next meeting, if announced.
21. Signature line for individual signing the minutes.
No complimentary closing.

Board Minutes with Agenda Items numbered and capped. Block Style. Action Paragraph Not Indented.

ORGANIZATION NAME

Address
City, State
Date

MINUTES

The meeting was called to order at Time. Present were:

Name	Name
Name	Name
Name	Name

Staff Present:

Name	Name
Name	Name

Also Present:

Name	Name
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A quorum was present, and due notice had been published.

AGENDA ITEM 1

Approval of Minutes

M/S/C (Name, Name) unanimously to approve the minutes of the Date meeting of the Organization Meeting Body.

AGENDA ITEM 2

Division Affairs

The report "Highlights" was disseminated to Meeting Body members for their information and review.

AGENDA ITEM 3

Licensing Examinations

Name reported that the oral examination scheduled for Date will be the first in which applicants will be expected to demonstrate their ability to perform. Applicants have been advised that failure to pass the last portion of the examination constitutes failure of the entire examination.

The meeting adjourned at Time.

Name
Secretary-Treasurer