|  |  |
| --- | --- |
| LOGO | AGENDA/MINUTES |

DATE

TIME

LOCATION

**ATTENDANCE**

|  |  |  |
| --- | --- | --- |
| **Name** | **Present** | **Absent** |
| Names go here  You can also give each name it’s own line in the table, if that makes it easier to check people off  If someone sends a proxy, write the proxy’s name next to the name of the person they’re representing |  |  |
| **Guests** | | |

1. **INTRODUCTIONS**
   1. Attendance
   2. Call to order

Called to order by NAME at TIME

* 1. Approval of Agenda/Minutes

NAME moved to approve agenda/minutes

Seconded by NAME

CARRIED/DEFEATED

* 1. Announcements/Speaker’s Business

Point form summary

1. **PRESENTATIONS**

Who presented and what they presented on in 100 words or less. You can include the discussion or questions around the presentation, but it’s not necessary and most organizations don’t.

1. **REPORTS**
   1. Exec report

Can be written out here, or attached at the end. You can make motions to receive the reports, or you can be less formal about it and just assume approval to receive reports unless someone specifically objects. It’s up to you.

* 1. Committee report

There’s no need to read these out or discuss them. If the report wishes to make a friendly recommendation, the person presenting the report can ask to make an oral report in which they make the suggestion. If the report talks about making a motion in Council, then the report itself isn’t enough to put the motion on the table. The person wishing to make a motion must send that motion in to whoever’s making the agenda beforehand.

1. **DISCUSSION PERIOD**
   1. Summary of discussion item 1

Summary of discussion

* 1. Summary of discussion item 2

Summary of discussion

1. **GENERAL ORDERS/BUSINESS**
   1. NAME moves that… (motion goes here)

Seconded by NAME

Summary of Discussion

*#/#/# - CARRIED/DEFEATED*

* 1. NAME moves that… (motion goes here)

Seconded by NAME

Summary of Discussion

*#/#/# - CARRIED/DEFEATED*

1. **INFORMATION ITEMS**
   1. Information item submitted by NAME

Info item written out here

1. **ADJOURNMENT**

**SUMMARY OF MOTIONS**

|  |  |
| --- | --- |
| **Motion** | **Votes** |
| NAME moves that… | #/#/# - CARRIED/DEFEATED |
| NAME moves that… | #/#/# - CARRIED/DEFEATED |