

Meeting Minutes

Group/Class/Club: _____ Date of Meeting: _____

Presiding Officer: _____ Office Title: _____

Full names of voting members present (please print):

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Attach sheet of additional members if needed.

Number of total members: _____ Number of members present: _____ Quorum present (50% + 1): Y N

Agenda Items (results of discussion only):

1. _____
2. _____
3. _____
4. _____

Motions:

1. I move to _____

Maker: _____ Seconded by: _____

Results: _____ Ayes _____ Nays _____ Abstentions Motion Passed Failed

2. I move to _____

Maker: _____ Seconded by: _____

Results: _____ Ayes _____ Nays _____ Abstentions Motion Passed Failed

3. I move to approve the purchase of _____ not to exceed
\$ _____ funded from the _____ account.

Maker: _____ Seconded by: _____

Results: _____ Ayes _____ Nays _____ Abstentions Motion Passed Failed

Time meeting adjourned: _____

Secretary Signature: _____

Advisor Signature: _____