

Meeting Samples

Sample of Minutes, Agenda and Waiver of Regular Board Meetings

MINUTES OF BOARD OF DIRECTORS' MEETING

A MEETING OF Sample THE BOARD OF DIRECTORS WAS HELD ON THE _ DAY OF ___ 19___ AT [ADDRESS] .

The Chairman acknowledged and certified a quorum with the presence of all directors, with the exception of the following who were absent:

The Chairman presented the attached Agenda of the meeting.

The Chairman certified due notice being given as to the meeting or execution of Waiver of Notice by all Directors, attached.

The Chairman as President presented his report. Several matters requiring a vote will be brought up under New and Old Business, as applicable.

The following reports were made by [treasurer, vice-president, special committee chairman, etc].

Under Old Business the following matters were discussed:

Upon motions, being duly seconded, the following motions were duly passed by vote of the Board:

Under New Business, the following matters were discussed:

Upon motions, being duly seconded the following Motions were duly passed by vote of the Board:

There being no further business, the meeting was duly adjourned at ___ a.m. /p.m.

Chairman/or Secretary

AGENDA

CALL MEETING TO ORDER
CERTIFY NOTICE OF MEETING
CERTIFY QUORUM
REPORT OF CHAIRMAN/PRESIDENT
REPORT OF OTHER OFFICERS
REPORT OF SPECIAL COMMITTEE CHAIRMAN
OLD BUSINESS
NEW BUSINESS
SET DATE FOR NEXT MEETING
ADJOURNMENT

WAIVER OF NOTICE

The undersigned Directors hereby waive all formal requirements of notice as the Board of Directors Meeting of ____ day of ____ 19____.

Sample Minutes and Agenda of Annual Meeting

SAMPLE OF MINUTES OF JOINT ANNUAL MEETING OF HOUSE CORPORATION

MEMBERS AND DIRECTORS

The joint annual meeting of members and Board of Directors of the House Corporation was held on _ day of ___, 19____ at [ADDRESS].

The President called the meeting to order at [TIME] .

The President certified that proper notice of the meeting had been given as provided by the Bylaws and that the required quorum of members was present.

The President acknowledged the attached agenda of the meeting and gave his report. The following officers made their report to the members:

The first order of business was the election of the Board of Directors. The following persons were nominated and duly seconded:

Upon motion the nominations were closed and the following persons were elected to serve on the Board of Directors:

_____ was elected as Chairman of the Board, who then convened the Board of Directors Meeting.

The following persons were nominated and duly seconded by the members of the Board of Directors for the described office.

President: _____
Vice President: _____
Secretary: _____
Treasurer: _____
Assistant Officers: _____

Upon vote, the following persons were elected by the Board of Directors as officers of the House Corporation:

President: _____
Vice President: _____
Secretary: _____
Treasurer: _____
Assistant Officers: _____

The Treasurer made a report as to the income and expenses; he presented a Budget for the year; discussions were made.

The following matters under Old Business were discussed and where indicated voted upon:

The following matters of New Business were discussed and where indicated voted upon:

Upon motion the meeting of the members and the Board of Directors was duly adjourned at [TIME] .

MINUTES CERTIFIED BY: _____
SECRETARY

SAMPLE AGENDA OF JOINT MEETING OF MEMBERS AND BOARD OF DIRECTORS

CERTIFICATION OF NOTICE AND QUORUM
ACKNOWLEDGMENT OF AGENDA
ELECTION OF NEW BOARD
NOMINATIONS BY MEMBERS
ELECTION OF BOARD
ELECTION OF CHAIRMAN OF BOARD BY NEW BOARD
CONVENE BOARD MEETING FOR ELECTION OF OFFICERS

ELECTION OF OFFICERS BY BOARD
REPORT OF TREASURER
OLD BUSINESS
NEW BUSINESS
ADJOURNMENT