

Name of organization
Type of meeting (i.e. Board or Annual membership meeting)
Date, time and place of meeting
Agenda

Presiding (president or vice president in the absence of the president: serves as facilitator of the meeting; does not vote except to break a tie; if wishes to speak to an issue, the vice president facilitates during the discussion)

1. Call to Order (record the time in the minutes)
2. Roll Call (normally done the by secretary; those present and those absent are recorded in the minutes; pass around list for signatures)
3. Approval of Minutes (minutes should be sent out prior to the meeting for review; need a motion to accept or to “accept as corrected”)
4. Report of the President (president updates the board on activities and actions since last meeting)
5. Report of the treasurer (includes income and expenses since last report; bank balances; motions need to be made to approve funding and other than routine payments; investments; etc)
6. Committee reports: (Committees give updates on what they have accomplished since the last meeting; Nominating committee reports at this time)
7. Convention Report: latest details about convention planning. It is the Board’s role to:
 - a. Approve the date, time and place of the meeting. If convention includes annual membership meeting, consult bylaws for any restrictions about when the meeting must be conducted)
 - b. Approve the convention theme
 - c. Determine the convention schedule
 - d. Prepare list of possible program topics
 - e. It is the president’s responsibility to plan the agenda for the annual membership business meeting
 - f. The board may assign certain duties to staff (i.e. convention management company)
8. Any unfinished business (review past minutes to determine is any business needs to be addressed)
9. Any new business (the president should be informed prior to the meeting if new business is going to be brought before the board)
10. Date, time and place of next meeting
11. Announcements
12. Adjournment (record the time in the minutes)

Remember: Minutes are a legal document and must be accurate, approved and archived!

Refer to the bylaws for:

1. Who is entitled to vote at board meetings.
2. Who is entitled to vote at annual membership business meetings.
3. Quorum for board meetings. If quorum not present, business may be discussed but decisions not voted on (this can be done later via referendum).
4. Quorum for annual membership business meeting.
5. Qualifications for serving in elected office.
6. Details about roles and responsibilities of different officers.
7. When and how elections take place.
8. Role of various committees.
9. How to fill vacancies on the board.
10. Other?

Refer to Roberts Rules of Order for:

What is the fiduciary role of the Board of Directors?

What is shared governance?