



MINUTES DEVELOPMENT FORM #2

Chapter # _____ Date _____ Time _____ Place _____

Quorum Established _____ (yes or no)

A. **CALL TO ORDER** by President _____ (name) with _____ members in attendance.

B. **PLEDGE OF ALLEGIANCE** to the Flag led by _____

C. **GUESTS:** _____

D. **APPROVAL OF MINUTES OF PREVIOUS MEETING:**

☐ Motion for approval by _____ ☐ Seconded by: _____ ☐ Carried _____ ☐ Defeated _____

☐ Without objection, approved as read

E. **COMMUNICATIONS/CORRESPONDENCE:**

1. _____

2. _____

3. _____

F. **TREASURER'S REPORT:** (No action required)

Starting balance _____

Income _____

Expenses _____

Ending balance _____

CHECK #	PAYEE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

G. **REPORT OF EXECUTIVE BOARD ACTIONS:**

H. **COMMITTEE REPORTS:**

I. **UNFINISHED BUSINESS:** (Tabled or carried over from previous meeting)

☐ Motion made by: _____

☐ Motion, as stated by the motion maker:

That... _____

☐ Seconded by: _____ ☐ Carried _____ ☐ Defeated _____ (check one)

(UNFINISHED BUSINESS, CONT'D)

☐ Motion made by: _____

☐ Motion as stated by the motion maker:

That... _____

☐ Seconded by: _____ ☐ Carried _____ ☐ Defeated _____ (check one)

J. NEW BUSINESS: (Motions placed on agenda by executive board and motions made and seconded by members in attendance at meeting)

MOTION 1

☐ Motion made by: _____

☐ Motion, as stated by the motion maker:

That... _____

Amendment: _____

☐ Seconded by: _____ ☐ Carried _____ ☐ Defeated _____ (check one)

MOTION 2

☐ Motion made by: _____

☐ Motion, as stated by the motion maker:

That... _____

☐ Seconded by: _____ ☐ Carried _____ ☐ Defeated _____ (check one)

K. GOOD OF THE ORDER: (or announcements)

L. ADJOURNMENT at: _____ (time)