

MINUTES OF GENERAL BODY MEETING

Charitable
Organization: _____

Location: _____

Date: _____ Time: _____

Present: (Record names or members in attendance and the position of the Executive members).

Regrets:

Note: All decisions need a mover and a seconder (2 members of the membership), *count* of members in favor, opposed and abstentions.

1. Call the meeting to order (record time) _____.

2. Approval of the agenda (record the names of the mover and the seconder)

Mover:		Seconder:	
In Favor:	Opposed:	Abstentions:	

3. Approval of the minutes of last meeting (if applicable record the main points of discussion. President or Chair of meeting to approve minutes).

Mover:		Seconder:	
In Favor:	Opposed:	Abstentions:	

4. Election of Executive:

(a) **President:** _____

Mover:		Seconder:	
In Favor:	Opposed:	Abstentions:	

6. Other agenda items (as required)

7. Date for next meeting (if applicable) _____

8. Adjournment (record time) _____.

Recorder:

Name

Signature

President or Chair:

Name

Signature