 **[Chapter Name] Minutes**

**[Type of meeting]**

**[Date and location if applicable]**

**Meeting Called to Order**: [Insert time here]

Officers In Attendance:

1. President, Sally Robbins
2. President-Elect, Mikaela Richardson
3. Secretary, Example Name
4. Treasurer, Example Name
5. Parliamentarian, Example Name
6. Advocacy Chair, Example Name

Continue to list officers present at the meeting. If your chapter advisor is president, list them before the President.

Agenda:

* This should be set by the President and sent to the secretary at least 24 hours prior to the meeting.
* List the topics to be covered during the meeting.

Old Business:

* Any old business that was unfinished from the last meeting. This may include:
  + Votes that need to be passed twice
  + Conversations on topics that were unfinished

New Business:

* Here is where you would take notes on any new material that is discussed at the meeting. Take notes on topics in the order that they are discussed. Try to be as detailed as possible.
* Be sure to record all motions that are passed and all votes that are taken. Include the number of yes/no votes for each.

Reports:

* President, Sally Robbins
  + Take notes on officer report
  + Etc.
* President-Elect, Mikaela Richardson
  + Take notes on officer report
  + Etc.

Continue to take notes on the officer reports in the order that they are given. Try to be as detailed as possible.

Future Plans and Agendas:

* Record any tasks assigned, future meeting dates, upcoming events, etc.

Information for the Good of the Order:

* Record any information for the Good of the Order.

**Meeting Adjourned:** [Insert time here]