

MINUTE BOOK TEMPLATE

Entity Name: _____ Document No.: _____

Meeting Details:

Type of Meeting (e.g., Annual, Special): _____

Location: _____

Time: _____ Presiding Officer: _____

Attendance:

Members Present: _____

Members Absent: _____

Others Present (if any): _____

Call to Order:

The meeting was called to order by: _____

At: _____

Approval of Previous Meeting Minutes:

The minutes of the previous meeting were reviewed and approved as presented / amended.

Reports:

Chairperson's Report: _____

Treasurer's Report: _____

Committee Reports: _____

Old Business:

Discussion of previous unfinished business items:

New Business:

Discussion of new business items and motions:

Motions and Resolutions:

Motion: _____

Moved by: _____ Seconded by: _____

Vote: _____

Other Business:

Additional matters discussed:

Adjournment:

The meeting was adjourned at: _____

I hereby certify that the foregoing is a true, correct, and complete record of the minutes of the meeting held as stated above.

Secretary's Signature

Chairperson's Signature

Signature: _____

Signature: _____

Original source of this document:

<https://docs-administrative.com/minute-book-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-administrative.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.