

[Name of Committee]
[Date and Start Time]
[Location]

Meeting Minutes

Present: [List all Committee members present at the meeting. The Committee Chair and Vice Chair should have their roles indicated in parentheses.]

Excused: [List all Committee members excused from the meeting—Section VI (C) of the CB6 bylaws states that a board member is excused for the following reasons: military service, jury duty, personal illness, illness or death in the immediate family, attending to Board business at the request of the Chair, or if a regular monthly meeting is rescheduled to another date. All other reasons are considered an absence. Please ask the Committee Chair or the CB6 office if you are unsure if any of these apply.]

Absent: [List all absent Committee members]

Guests: [List all other people present at the meeting, such as CB6 members who are not assigned to the Committee, CB6 Staff members, guest presenters, agency or elected liaisons, members of the public. Example: Name of Guest, Affiliation; Name of Guest, Affiliation; ... and so on.]

[As the office will be taking the sign-in sheet for our records, make sure to take a photo of it in order to write the minutes.]

Call to Order and Adoption of the Agenda/Previous Meeting's Minutes

[Name of person chairing the meeting] called the meeting to order at [time].

[Name of Committee member] made a motion to adopt the agenda. The motion was seconded by [Name of Committee member] and passed.

[Name of Committee member] made a motion to adopt the minutes from the [date of prior meeting] meeting. The motion was seconded by [Name of Committee member] and passed.

Committee Business [The order of the adopted agenda should be followed.]

[Agenda Item #1]

[Minutes do not need to be a transcription of the meeting; however, they should be comprehensive enough that a person who did not attend the meeting can quickly understand what has transpired. If the committee receives a presentation from a city/state agency or outside entity, the office will obtain a copy and attach the

presentation to the minutes as an addendum. That way there is no need to extensively detail the contents of the presentation in the minutes. If an agenda item results in a resolution, include the vote count which must contain a tally like so:

(If applicable) **VOTE:** XX In favor XX Opposed XX Abstain XX Not entitled

[Agenda Item #2 ... and so on.]

Old/New Business

[Fill in the details of old/new business discussed in the meeting. If there were none, indicate that "There was no old/new business."]

Chair's Report

[Fill in the details of the Chair's Report. If no report was given, indicate that it was waived.]

Adjournment

[Name of Committee member] made a motion to adjourn. The motion was seconded by [Name of Committee member] and passed. [Name of person chairing the meeting] declared the meeting adjourned at [time].

Minutes submitted by: [Name of person preparing minutes.]

Updated on 10/11/2018