**[Name of Committee]**

**[Date and Start Time]**

**[Location or Via Zoom]**

**Meeting Minutes**

*Before the meeting starts, go to your committee’s page on the CB6 website and copy and paste the names of the committee members in the space below. You’ll need them for these first three sections (and in the resolution section, if any), so paste them here without any formatting*:

**Present:** [*List all Committee members present at the meeting. The Committee Chair and Vice Chair should have their roles indicated in parentheses. For example, Beyoncé Knowles (Chair), Kelly Rowland (Vice Chair)*]

**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:** [*The office will take care of the Guests section*.]

*Section 103-a(e) [which expires and is deemed repealed on July 1, 2024] of the New York State Open Meetings Law states that the minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely. There is no need to worry about this requirement unless the meeting is hybrid.*

**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 person chairing the meeting] asked if any committee member objected to adopting the agenda. Seeing no objections, the agenda for the meeting was adopted.

*Most of the time, no one will object to adopting the agenda. In the event that someone does, it will usually be to remove or add an item or to reorder the items. Almost always, the committee will not have a problem with such changes. If the agenda happens to be amended, use the following language*:

[Name of person proposing amendment] asked to amend the agenda [*and indicate in the minutes what the amendment was*]. The agenda was adopted as amended.

[Name of person chairing the meeting] asked if any committee member objected to adopting the minutes from the [*date of prior meeting*] meeting. Seeing no objections, the minutes were adopted.

*Most of the time, no one will object to adopting the previous meeting’s minutes as written. In the event that someone does, it will usually be to clarify a discrepancy in attendance or clarify something in the minutes. If the minutes happen to be amended, use the following language*:

[Name of person proposing amendment to the minutes] asked to amend the minutes from the [*date of prior meeting*] meeting [*and indicate in the minutes what the amendment was*]. The minutes were adopted as amended.

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

Agenda Item #1

The committee discussed … [*whatever agenda item #1 happened to be*].

*Minutes do not need to be a transcription of the meeting. One or two sentences summarizing the agenda item are fine. If you want to write more, that’s up to you, but it’s probably best to keep it brief.*

*If the agenda item results in a resolution, indicate that. If there is no resolution, then you may delete the entire resolution section below*:

The following resolution was moved and seconded: [*indicate what the resolved clause is*]

*Include the vote count*

**[# of members who voted like this] In favor**

[Name of member who voted like this]

[Name of member who voted like this]

[Name of member who voted like this]

Etc.

**[# of members who voted like this] Opposed**

[Name of member who voted like this]

[Name of member who voted like this]

[Name of member who voted like this]

**[# of members who voted like this] Abstain**

[Name of member who voted like this]

[Name of member who voted like this]

[Name of member who voted like this]

**[# of members who voted like this] Not entitled**

[Name of member who voted like this]

[Name of member who voted like this]

[Name of member who voted like this]

[*Indicate whether “The resolution passed.” or “The resolution failed.”*]

Agenda Item #2 … *and repeat as many times as necessary*.

**Chair’s Report**

[Summarize the details of the Chair’s Report. If no report was given, indicate that it was waived.]

**Old/New Business**

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

**Adjournment**

[*Name of Committee member*] made a motion to adjourn. Seeing no objections, [*Name of person chairing the meeting*] declared the meeting adjourned at [*time*].

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

**Updated on 8/22/2022**