## Board Meeting Agenda Template

### [Section Name] Board of Directors Meeting

Date: [Date]

Time: [Time]

Location: [Physical/Virtual Location]

1. Call to Order
2. Roll Call & Quorum Verification
3. Approval of Minutes
4. Financial Report
5. Current statement review
   1. Budget updates
   2. Committee Reports
6. Old Business
7. New Business
8. IFT Updates/Communications
9. Next Meeting Date
10. Adjournment

### Notes:

* Include time allocations for each agenda item
* Attach all reports/materials in advance
* Mark items requiring vote/action

### Running the Meeting

Roberts Rules of Order – an extremely vast and comprehensive manual. Sections utilizing principles and practices of Robert’s Rules of Order would be advised to identify a parliamentarian.

##### Parliamentarian

* The parliamentarian, if designated, ensures that the meeting follows parliamentary procedures (often Robert’s Rules of Order) to promote order, fairness, and clarity.
* During the meeting, the parliamentarian assists the chairperson by providing guidance on procedural questions, such as the proper way to handle motions, discussions, and votes.
* If a member challenges a procedural step, the parliamentarian clarifies rules to ensure the meeting proceeds within established guidelines.

##### Procedures for Running a Board Meeting

Attendance

Step 1: Ensure all members are notified of the meeting date, time, location, or virtual link in advance.

Step 2: Appoint a person (often the secretary or parliamentarian, if applicable) to take roll call at the beginning of the meeting, confirming attendance and noting any absences.

Step 3: If a quorum (the minimum number of members needed to make decisions) is required, confirm that it has been met based on the organization’s bylaws. If the quorum is not met, discuss rescheduling or adjourning the meeting.

##### Call to Order

Step 1: The chairperson begins the meeting by calling it to order at the scheduled time, acknowledging that the meeting is officially starting.

Step 2: The chairperson may provide a brief overview of the meeting agenda and any expected outcomes to set a productive tone.

Step 3: After calling to order, the chairperson introduces the meeting agenda, including items for discussion, votes, or presentations.

##### Making a Motion

Step 1: When an agenda item requires a decision or vote, a board member makes a formal proposal, or “motion,” by clearly stating, “I move that…” followed by the specific action or decision.

Step 2: Another member seconds the motion to indicate that at least two members believe the issue is worth discussing.

Step 3: Once seconded, the chairperson opens the floor for discussion, allowing members to ask questions, voice support, or express concerns.

Step 4: After discussion, the chairperson calls for a vote. The motion passes if it receives the required majority as per the organization’s bylaws.

Step 5: The secretary records the motion, any discussion points, and the outcome of the vote in the minutes.

### Minutes

Minutes - The official historical record of what occurred during a meeting, including high level discussions summaries and actions taken.

##### Recording a Meeting

Step 1: The secretary (or designated recorder, or parliamentarian) takes detailed minutes to capture the meeting’s proceedings, including attendance, motions, discussion summaries, votes, and actions taken.

Step 3: Minutes should capture essential points without verbatim transcription, focusing on outcomes and decisions rather than individual member statements unless necessary.

Step 4: Following the meeting, the secretary prepares a draft of the minutes for review and approval at the next regular meeting. Once approved, the minutes become an official record.

##### Recording a motion

Step 1: Verbatim wording of the motion, named individuals calling for and seconding the motion.

Step 2: Document any amendments to the original motion, and relevant discussion.

Step 3: Record of number of votes in favor of, opposed to or abstaining from the action.

Step 4: Note attendance and absences, special guests and executive session agenda items confirming the privity to which the board is entitled.

Notes:

* Audio and/or video recordings of meetings, even for the purpose of taking minutes, exposes the Section to increased risk should a leak occur. The only official recording of a meeting’s actions are the board approved, written minutes.
* Meeting Minutes must reflect the location of the meeting as locations change.

## Meeting Minutes Template

### [Section Name] Board of Directors Meeting Minutes

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Location]

#### Attendees:

Present: [Names]

Absent: [Names]

Guests: [Names]

1. Call to Order

Time:

By:

2. Quorum

Verified by:

Number present:

3. Action Items

Motion:

Made by:

Seconded by:

Discussion summary:

Vote result:

4. Key Discussion Points

Topic:

Discussion:

Action/Follow-up:

5. Next Meeting

Date:

Time:

Location:

Minutes submitted by: [Name]

Date: [Date]