

## Call to order

Facilitated by the Chair of the Board.

- [Meeting facilitator] called to order the regular meeting of [Organization] at [time] on [date] in [location].

## Roll call

Secretary conducted a roll call. The following persons were present:

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## Approval of minutes

Before any official business can be conducted, the board must approve the minutes from the last meeting.

- [Secretary] read the minutes from the last meeting. The minutes were approved.

## Open issues

Items that the board has previously discussed that are ready for formal approval.



## New business

These items may be voted on, amended, tabled, moved to committee for consideration, or postponed.



## Adjournment

After all open issues and new business has been discussed and documented, the meeting facilitator will adjourn the board meeting.

- [Meeting facilitator] adjourned the meeting at [time meeting ended].

## Submission and approval of minutes

Minute taker must submit the minutes for approval by the Board Chair or meeting facilitator.

- Minutes submitted by: [Name]
- Minutes approved by: [Name]