The club minutes are the record that may be relied upon when questions arise in future, so they must be recorded in a manner that is clear, accurate, detailed and factual.

The club constitution will determine the order of business or rules of order to be applied to each meeting. Adjust the template accordingly. This version is taken from Roberts Rules of Order.

When recording motions, make sure that the wording is recorded accurately, and the following format is completed:

Motion: *exact wording and identify who is proposing it*

Motion seconded: *identify who is seconding*

In favour: *record who is in favour*

Opposed: *record who is opposed*

Motion Carried or Defeated: *was the motion carried or defeated*

Minutes should be stored as historical documentation of the club and not discarded.

Click or tap here to enter text.

**Minutes of** Choose an item.

**Date of Meeting:** Click or tap to enter a date.

**Opening Address:**

*Record who calls the meeting to order and any pertinent remarks in the opening address*

**Attendance:**

*Record the members in attendance at the meeting. Absences should also be noted at meetings of the Board of Directors*

**Approval of Meeting Agenda:**

*Record who reads the meeting agenda.*

**Reading/Approval of previous meeting minutes**

*The minutes of the previous meeting should be read aloud by the Secretary and then approval recorded as seen below. The individuals motioning and seconding should be recorded by name. A count of ‘in favour’ and ‘opposed’ should be recorded as well as the result.*

Minutes of [enter type and date of previous meeting] read by [enter name and title]

Motion to accept Minutes as read: [enter name]

Motion seconded: [enter name]

In favour:

Opposed:

Motion Carried or Defeated:

**Executive Report**

*Record who reads the report and any major points of interest*

**Committee Reports**

*Record reports of each committee separately and include any major points of interest*

**New Members**

*If the club constitution states that new membership applications must be put forward at meetings, the executive member receiving new applications would identify them. Record the names as they are presented and the resulting action as required by the constitution.*

**Unfinished business from previous meeting**

*Record pertinent details of any unfinished business that is being discussed from a previous meeting and resulting action to be taken*

**New business**

*Record pertinent details of any new business that is being raised and resulting action to be taken*

**Notice of next meeting**

*Record details of next meeting*

**Adjournment**

Motion to adjourn meeting:

Motion seconded:

In favour:

Opposed:

Motion Carried or Defeated:

**Minutes submitted by**

*Record the name and position of the member having taken the minutes (typically the club secretary)*

**Minutes approved by**

*Enter approval once completed at the next meeting where the minutes are read*