

Meeting Minutes - West High School

Fill out the following template for each meeting. Do not leave spaces blank. If something does not apply, please write n/a. These minutes will not be official unless signed with blue or black ink. Attach all extra pages to the back.
Minutes unofficial unless signed & completed.

Check One Box: ASB <input type="checkbox"/> CLUB <input type="checkbox"/> SPORT <input type="checkbox"/> _____
Name of Club/Sport: _____

“ _____ ”
(Title of Meeting)

Meeting Date: ____/____/____ **Meeting Time:** ____:____ AM / PM

Kind of Meeting (circle one): Regular Special Emergency Other: _____

(Please Specify)

The meeting was called to order by: _____

Presiding Officer (Typically President): _____

Roll Call by (Typically Secretary): _____

of Members Present: ____/____

Meeting Attendance (Sign in sheet must be attached. Name and ID number required)

Communication and Reports:

(If more space is needed, please attach additional pages to this form)

- **Old Business:**

- **New Business**

Motion by: _____

Second by: _____

Vote Count: _____ (for) to _____ (Against)

- **Unfinished Business: & Announcements:**

Submitted by: Club Secretary

Name: _____ Signature: _____

Club Advisor

Name: _____ Signature: _____