

American Traffic Safety Services Association

Chapter Meeting

\_\_\_\_\_, Month \_\_\_\_\_, 2000

Location

Notes of Meeting

**PAGE ONE**

Call to Order: (Time)

President

Determination of Quorum: (Indicate in notes if a quorum was present and the fact that proper notice of the meeting was given or waived..)

President

Chapter Members Present: (Identify persons present and absent by title -- Officers, members, staff, etc.)

*Circulate Sign up sheet*

Non-Members & Guests:

*Circulate Visitor Sign in sheet*

Minutes of last meeting

Approved as written

Corrections \_\_\_\_\_

**Reports:** List name of report (from agenda), presenter, brief description, any motions, results of vote, action to be taken.

1.

(Motion, Vote, Results, Action)

2.

(Motion, Vote, Results, Action)

3.

(Motion, Vote, Results, Action)

4.

(Motion, Vote, Results, Action)

**Unfinished Business**

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Agenda Item \_\_\_\_\_

Motion:

Maker: \_\_\_\_\_ Second (optional): \_\_\_\_\_

Discussion:

# For: \_\_\_\_\_ # Against \_\_\_\_\_  Carried  Lost

Action: \_\_\_\_\_

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Agenda Item \_\_\_\_\_

Motion:

Maker: \_\_\_\_\_ Second (optional): \_\_\_\_\_

Discussion:

# For: \_\_\_\_\_ # Against \_\_\_\_\_  Carried  Lost

Action: \_\_\_\_\_

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Agenda Item \_\_\_\_\_

Motion:

Maker: \_\_\_\_\_ Second (optional): \_\_\_\_\_

Discussion:

# For: \_\_\_\_\_ # Against \_\_\_\_\_  Carried  Lost

Action: \_\_\_\_\_

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**New Business** – Action taken by the leadership should include the following elements:

1. Number the action as it occurs within the agenda, note the month and year the action was taken and reference the group.
2. Identify the maker of the motion.
3. The action should clearly state what is to occur, who is responsible for the outcome, when reports are due or the charge is to be completed and reflect the fiscal impact.
4. Actions may have a rationale or support statement in order to clarify the intent of the action for the reader of the minutes.
5. Indicate the outcome of the action: Passed, defeated, amended. The number of votes for or against an action should be recorded, the request should be honored.

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Agenda Item \_\_\_\_\_

Motion:

Maker:

Second (optional):

Discussion:

# For: \_\_\_\_\_ # Against \_\_\_\_\_  Carried  Lost

Action:

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Agenda Item \_\_\_\_\_

Motion:

Maker:

Second (optional):

Discussion:

# For: \_\_\_\_\_ # Against \_\_\_\_\_  Carried  Lost

Action:

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Adjourn:

Motion:

Maker:

Second (optional):

Time:

Date and Location of next Meeting:

The secretary should sign and date the minutes, and maintaining them in a permanent minutes book as well as sending them to Chapter Services upon completion.