Board Minutes Template

Call to Order

The meeting was called to order by _____ at _____ AM/PM

Roll call

_____ called the roll.

Members Present _____

Members Absent _____

Visitors Present _____

Closed Session Announcement and/or Report (if any)

_____ announced a closed session under section _____ of WI. ss.19.85 for the purpose of _____.

Consent Agenda (The three items can be approved as a group if a motion to do so is approved and recorded.)
- Agenda for the current meeting as circulated or amended
_____moved and _____seconded a motion to approve the agenda as circulated (or as amended). Aye ____, Nay _____ or Unanimous
- Minutes - _____ moved and _____seconded a motion to approve the minutes as circulated (or as amended). Aye ____, Nay _____ or Unanimous
- Financials - _____ moved and _____seconded a motion to approve the financials as circulated (or as amended). Aye ____, Nay _____ or Unanimous

Public Comment
(Report name, topic and point of view of each speaker)

Old Business/Action Items
- Second votes

   MOTION - _____ moved and _____seconded a motion to (state the motion exactly as made or as amended). Aye ____, Nay _____ or Unanimous

   MOTION - _____ moved and _____seconded a motion to (state the motion exactly as made or as amended). Aye ____, Nay _____ or Unanimous

- Reports – List reports, presenter and main points
- Items for continued discussion - List issues and basic points

New Business

- Presentation of information
- Discussion
- First Votes

    MOTION - _____ moved and _____seconded a motion to (state the motion exactly as made as amended). Aye ___, Nay ____ or Unanimous

    MOTION - _____ moved and _____seconded a motion to (state the motion exactly as made as amended). Aye ___, Nay ____ or Unanimous

Adjournment

_____ moved and _____seconded a motion to adjourn at _____AM/PM. Aye ___, Nay ____ or Unanimous

Notes:

List all amendments and record all votes on the amendments.

Summaries of discussions should be brief, factual, opinion free and yet provide a topical overview of the discussion.