Union Meeting Minutes

Union or local

Meeting date

1. The meeting

Type: ☐ Membership ☐ Executive board ☐ Committee ☐ Special meeting

Location (or online)

Called to order at

Presiding officer

Recording secretary

2. Attendance

Officers present

Officers absent

Members present

Quorum required

Quorum present: ☐ Yes ☐ No

3. Minutes of the last meeting

☐ Approved as written ☐ Approved as corrected ☐ Held to the next meeting

Corrections

4. Reports

Treasurer's report: balance, income and spending reported

Officers' reports

Committee reports

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5. Motions

Write each motion exactly as it was stated, who made and seconded it, and the result (with the count if there was one).

Motion (exact wording)	Moved by	Seconded by	Result and vote

6. Business

Unfinished business

New business

Good and welfare

7. Adjournment

Next meeting (date, time, place)

Adjourned at

Recording secretary's signature

Date

Minutes approved on