

Minutes of the Department of (State) Executive Committee (Month/Day/Year)

The (*regular/special*) meeting was called to order by President (*president's name*) at (*time and place*). The roll was called by Secretary (*secretary's name*). A quorum was present [NOTE: Include this sentence if announced by the presiding officer, otherwise delete this sentence].

ROLL CALL: [NOTE: List all members, i.e., Sara Adams (Y) Betty Wilson (Y) Carole Thompson (N) Jane Little (N) Melissa Becker (Y)]

GUESTS: The following guests were present:

PREVIOUS MINUTES: The minutes of the (*date*) meeting were approved as (*read, distributed, corrected*).

TREASURER'S REPORT: The Treasurer reported as follows:

Beginning balance (<i>date</i>)		\$ _____	
	Revenue	\$ _____	
	Expenses	\$ _____	
Ending balance (<i>date</i>)		\$ _____	

OFFICER REPORTS

The (*title of officer*) reported (*record a brief summary of informational items or attached written reports to the minutes*). [NOTE: Use a separate paragraph for each officer's report. If the report includes action items, the motion should be recorded as: *The motion offered by (name) passed/passed as amended/failed as follows: (record the exact wording of the motion as voted upon)*]

REPORTS OF STANDING COMMITTEES

The (*name of committee*) report was presented by (*name, title*). [NOTE: If the report includes action items, the motion should be recorded as: *The motion offered by (name) passed/passed as amended/failed as follows: (record the exact wording of the motion as voted upon)*.]

REPORTS OF SPECIAL COMMITTEES

The (*name of committee*) report was presented by (*name, title*). [NOTE: Attach a written copy of the special committee's written report. If the report includes action items, the motion should be recorded as: *The motion offered by (name) passed/passed as amended/failed as follows: (record the exact wording of the motion as stated by the presiding officer before the vote was taken)*. *Voting in the affirmative: (list each group)*. *Voting in the negative: (list each group)*. Since special committees cease to exist when their work is complete, record if this is an interim or final report of the committee.]

UNFINISHED BUSINESS

[NOTE: Unfinished business includes any motion postponed from the last meeting or any motion pending when the last meeting adjourned. Below is wording to record unfinished business. If there is no unfinished business, just record 'None' under the heading of Unfinished Business.]

The motion to *(record the exact wording of the motion as stated by the presiding officer before the vote was taken)*, which was postponed from the last meeting, was taken up. The motion *(passed/passed as amended/failed)*.

The motion to *(record the exact wording of the motion as stated by the presiding officer before the vote was taken)*, which was which was pending when the last meeting adjourned, was taken up. The motion *(passed/passed as amended/failed)*.

[Note: Use a separate paragraph for each main motion.]

NEW BUSINESS

The motion offered by *(name)* *(passed/passed as amended/failed)* as follows: *(record the exact wording of the motion as voted upon)*.

[NOTE: Use a separate paragraph for each main motion.]

ANNOUNCEMENTS

The following announcements were made:

ADJOURNMENT

The meeting adjourned at *(time)*.

(secretary's name), Secretary

Approval: *(date these minutes are approved)*