



# Meeting Minutes Template

Standardized Record of Chapter Proceedings

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**The Anti-Federalist Party**

*"The government closest to the people serves the people best."*

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# Meeting Record

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**Chapter Name:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Meeting Time:** \_\_\_\_\_

**Location / Virtual Platform:** \_\_\_\_\_

**Meeting Type (Regular / Special):** \_\_\_\_\_

## 1. Attendance

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### 1.1 Officers Present

Chair: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

### 1.2 Members Present

**Names or total count:** \_\_\_\_\_

### 1.3 Guests

**Names and affiliation (if any):** \_\_\_\_\_

**Quorum established? (Yes / No):** \_\_\_\_\_



## 2. Call to Order

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Meeting called to order at (time): \_\_\_\_\_

Called to order by (name): \_\_\_\_\_

## 3. Approval of Previous Minutes

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Motion to approve minutes of \_\_\_\_\_ (date) meeting.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:  Approved  Approved with amendments  Tabled

## 4. Treasurer's Report

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Opening Balance: \_\_\_\_\_

Income This Period: \_\_\_\_\_

Expenses This Period: \_\_\_\_\_

Closing Balance: \_\_\_\_\_

Motion to accept Treasurer's Report:

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:  Accepted  Tabled for review

## 5. Old Business

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*Record updates on action items from previous meetings:*



## 6. New Business

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*Record new items, discussions, and any motions:*

## 7. Motions and Votes

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| # | Motion | Moved / Seconded | For | Against | Result |
|---|--------|------------------|-----|---------|--------|
| 1 |        |                  |     |         |        |
| 2 |        |                  |     |         |        |
| 3 |        |                  |     |         |        |
| 4 |        |                  |     |         |        |

## 8. Action Items



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| # | Action Item | Responsible Party | Deadline |
|---|-------------|-------------------|----------|
| 1 |             |                   |          |
| 2 |             |                   |          |
| 3 |             |                   |          |
| 4 |             |                   |          |
| 5 |             |                   |          |

## 9. Announcements

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## 10. Next Meeting

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Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## 11. Adjournment

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Motion to adjourn by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Meeting adjourned at (time): \_\_\_\_\_

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**Secretary (Recorded by)**

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**Date**

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**Chair (Reviewed by)**

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**Date**



Minutes shall be distributed to all members within fourteen (14) days per Article VII of the Party Constitution.