

The Eastern Maine USBC Association Administrative Manual

Meeting Minutes

Contents

The minutes shall include:

1. The kind of meeting (board, special or membership)
2. Name of the association
3. Date, place and time of the meeting
4. Presiding officer
5. Number of board members present
6. Number of members present
7. Whether the minutes of the previous meeting were approved or their reading was dispensed with
8. All main motions except those withdrawn, whether sustained or lost and all of the motions that were not lost or withdrawn are recorded along with the member who introduced the motion
9. What is done in the way of business and not what is said at the meeting
10. Date, place and time of next scheduled meeting
11. Time of adjournment of the meeting