

*GLENDALE COMMUNITY COLLEGE* **Meeting Minutes**

**NAME OF CLUB/STUDENT ORGANIZATION:** \_\_\_\_\_

**DATE OF MEETING:** \_\_\_\_\_ **ADVISOR(S) PRESENT:** \_\_\_\_\_

**MEMBERS PRESENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEMBERS ABSENT:** \_\_\_\_\_

\_\_\_\_\_

**GUESTS:** \_\_\_\_\_

<b>TIME MEETING WAS CALLED TO ORDER:</b> _____	<b>QUORUM:</b> Yes	No
<b>APPROVAL OF THE AGENDA: Moved by:</b> _____	<b>Seconded by:</b> _____	
Those in favor _____	Those opposed _____	<b>Outcome:</b> Motion Carried      Motion Lost
<b>READING AND APPROVAL OF PRIOR MINUTES:</b>		
<b>Moved by:</b> _____	<b>Seconded by:</b> _____	
Those in favor _____	Those opposed _____	<b>Outcome:</b> Motion Carried      Motion Lost

**REPORTS:**

**A. PRESIDENT:**

Brief notes about the report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. ADVISOR**

Brief notes about the report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. VICE PRESIDENT**

Brief notes about the report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. SECRETARY**

Brief notes about the report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. TREASURER**

Brief notes about the report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. COMMITTEE**

Brief notes about the report:

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**UNFINISHED BUSINESS:** *Insert brief notes of the discussion, decisions, assignments of each Agenda Item*

**I. Motion Under Discussion:**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Brief Description of the Discussion/Debate:

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Those in favor \_\_\_\_\_ Those opposed \_\_\_\_\_ Outcome: Motion Carried Motion Lost

**NEW BUSINESS:** *Insert brief notes of the discussion, decisions, assignments of each Agenda Item*

**I. Motion Presented:**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Brief Description of the Discussion/Debate:

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Those in favor \_\_\_\_\_ Those opposed \_\_\_\_\_ Outcome: Motion Carried Motion Lost

**II. Motion Presented:** \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Brief Description of the Discussion/Debate:

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Those in favor \_\_\_\_\_ Those opposed \_\_\_\_\_ Outcome: Motion Carried Motion Lost

**III. Motion Presented:** \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Brief Description of the Discussion/Debate:

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Those in favor \_\_\_\_\_ Those opposed \_\_\_\_\_ Outcome: Motion Carried Motion Lost

**IV. Motion Presented:** \_\_\_\_\_

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Dollar Amount:** \_\_\_\_\_

**Brief Description of the Discussion/Debate:**

\_\_\_\_\_  
\_\_\_\_\_

**Those in favor** \_\_\_\_\_ **Those opposed** \_\_\_\_\_ **Outcome:**      Motion Carried      Motion Lost

**ANNOUNCEMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

**ADJOURNMENT:** \_\_\_\_\_

**DATE, TIME, & LOCATION OF NEXT MEETING:** \_\_\_\_\_

**MINUTES TAKEN BY:** \_\_\_\_\_