*THIS IS A GENERAL GUIDE OF HOW CLUBS COULD BE TAKING MINUTES* ***EACH TIME*** *THEIR CLUB HOLDS A MEETING. YOUR CLUB IS WELCOME TO FORMAT THE MINUTES DIFFERENTLY AND REMOVE OR ADD SECTIONS TO SPEAK ON. THIS GUIDE IS BASED OFF OF* CLUB AND EVENTS BOARD *MEETINGS.*

**[CLUB NAME]**

Meeting Minutes

**[DATE]**

**[LOCATION]**

**[TIME]**

**Indigenous Land Use Statement**

We acknowledge the land which we occupy today as the traditional home of the

Nisenan, Maidu, and Miwok tribal nations. These sovereign people have been the

caretakers of this land since time immemorial. Despite centuries of genocide and

occupation the Nisenan, Maidu, and Miwok continue as vibrant and resilient tribes and

bands, both Federally recognized and unrecognized. We take this opportunity to

acknowledge the generations that have gone before as well as the present-day

Nisenan, Maidu, and Miwok people.

1. **Call to Order 9:00 AM**
2. **Roll Call 9:01 AM** 
   1. *PRESIDENT (A = ABSENT, P = PRESENT)*
   2. *VICE-PRESIDENT (A)*
   3. *TREASURER (P)*
   4. *FACULTY ADVISOR (A)*
   5. *OTHER ELECTED BOARD MEMBERS (P)*
3. **Adoption of the Agenda 9:03 AM**

*This time is reserved for the club president to go over the meeting’s agenda and to verify that the agenda is allowable for the club’s purpose*

1. **Approval of the Minutes 9:04 AM**

1. **Unfinished Business 9:15 AM**

*This time is reserved for the club president to go over old business and or unfinished business. Here you will put notes about old business.*

1. **New Business 9:20 AM**

*This time is reserved for the club president to go over new business/new agenda items/ anything that is of interest to the club. Here you will put notes about new business.*

1. **Board Member Reports 9:30 AM**

*This time is reserved for board members to inform the board about relevant campus-wide events, and to report any pertinent committee activities.*

1. **Public Comment 9:40 AM**

*This time is reserved for members of the public to address the [CLUB] on issues not already appearing on the agenda.*

1. **Adjournment 10:00 AM**