Minutes of a meeting

Association or company

Name of the association or company

Registered address

☐ Ordinary meeting ☐ Extraordinary meeting

Date of the meeting

Opening time

Venue

Chair of the meeting

Secretary of the meeting

Attendance

Members present

Members represented by proxy

Total number of members

Names of those present and represented

☐ The chair notes that the quorum required by the constitution or by law is met and declares the meeting properly constituted

Details of the quorum (rule applied, number required)

Resolutions put to the vote

After discussion, each resolution was put to the vote.

Resolution (subject and decision)	For	Against	Abstentions

Close of the meeting

Comments, any other business or reservations expressed

Closing time

Place

Date

There being no further business, the chair closed the meeting. These minutes have been drawn up, read and signed by the chair and the secretary of the meeting.

Signature of the chair

Name in full

Signature of the secretary

Name in full