Robert's Rules of Order for HOA Boards

Template

BOARD MEETING AGENDA

[Association name]
Date: _____ Time: _____ Place: _____

1. Call to order
2. Roll call and quorum check
3. Reading and approval of the minutes of the last meeting
4. Officers' reports
5. Committee reports
6. Special orders (business set for this meeting)
7. Unfinished business
8. New business (each item: motion, second, debate, vote)
9. Announcements
10. Adjournment

Motion log
Motion: _____ Moved by: _____ Seconded by: _____
Vote: Yes _____ No _____ Abstain _____ Result: Carried / Failed