

UConn Hartford - Undergraduate Student Government (USG) Minutes
(Insert Date)

- I. Call to order**
 - A. President is chairing the meeting and called the meeting to order at (Insert Time Here)
- II. Attendance**
 - A. Members Present:
 1. (Insert Present Members)
 - B. Members Absent:
 1. (Insert Absent Members)
 - C. Visitors
 1. (Insert Visitors)
 - D. Quorum:
 1. (Insert quorum here)
- III. Approval of Prior Minutes**
 - A. President Day suggests a motion to approve final minutes from x/x/x
 1. So moved by (Insert senator here)
 2. Seconded by (Insert senator here)
 3. Motion Passes x/x/x
- IV. Old Business**
 - A. (Insert Old Business here)
- V. Public Comment**
 - A. *Limited to ~2 minutes/person—this is an opportunity to introduce yourself to the group, reason for attending, and address any questions, concerns, and/or recommendations...*
 1. (Insert visitors here and what they have said)
- VI. Presidents Report**
 - A. (Report what President says)
- VII. VP Report**
 - A. (Report what VP says)
- VIII. Advocacy Report**
 - A. (Report what Advocacy says)
- IX. Communications Report**
 - A. (Report what CCO says)
- X. Programming Report**
 - A. (Report what programming says)
- XI. Finance Committee Report**
 - A. (Report what treasurer says)
- XII. Treasurer Report/ Financial Standing**
 - A. (report financial standing)
- XIII. Budget Request**
 - A. **Motions**

1. *(Insert Motion here)*
 - a) *So moved by (Insert Senator Here)*
 - b) *Seconded by (Insert Senator Here)*
 - c) *Motion (Insert Decision Here) x/x/x*

XIV. New Business

- A. (Insert new business here)

XV. Advisors Report

- A. (Report what Advisors say)

XVI. Final Thoughts

- A. (Insert Final Thoughts here)

XVII. Adjournment

- A. President adjourns the meeting at Time

Minutes created by (Insert Name Here)

Last updated 9/19/19