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