



Louisiana HOSA State Executive Council
Meeting Minutes
(Meeting Date)

I. Call to Order

- a. This (Type of Meeting) was called to order on (Date) at (time) located at (Location).
- b. The Chairman of this meeting was (Chairman) and the secretary was present.
- c. Quorum was/was not present.

II. Roll Call

- a. The following members were present:
- b. The following members were not present:

III. Reading of the Minutes

- a. The Minutes from the (Date) Meeting were read and approved.
- b. The Minutes for the (Date) Meeting were read, corrected, and approved.
The corrections are as followed:

IV. Reports of Officers, Boards, and Standing Committees

- a. Officer (Name) gave their report on (subject)

V. Reports of Special Committees

VI. Unfinished Business

- a. The first item of unfinished business was: (item)
 - i. The motion was made by (name) to (motion). The motion was carried/lost.
 1. Notes about the discussion
- b. The second item of unfinished business was: (item)
 - i. The motion was made by (name) to (motion). The motion was carried/lost.

VII. New Business

- a. The first item of new business was: (item)

- i. The motion was made by (name) to (motion). The motion was carried/lost.
 - 1. Notes about the discussion
- b. The second item of new business was: (item)
 - i. The motion was made by (name) to (motion). The motion was carried/lost/
- c.

VIII. Next Meeting

- a. The next meeting will be held on (Date) at (time) located at (location).

IX. Adjourn

- a. (Chairman Name) adjourned this meeting at (time).

Meeting Minutes were submitted by (name) on (date)

Meeting Minutes were submitted by (Name) on (Date)