**(Club Name)**

****

**Meeting Minutes**

**Date and Time**

1. **Organizational Items:**

**Call to order:**

**Roll Call:**

**Executive Officers:**

**Club Members:**

**Advisor:**

**Approval of Agenda:** *It was moved by (Club members name) and seconded by (club members names) to discuss the current agenda.*

**Approval of Minutes:** (minutes from previous club meeting)

1. **Public Comment:**

***Letters and remarks from interested students:*** *Any member of the public who wishes to address the (club name) on any matter is limited to three (3) minutes. The total time for members of the public to speak on the same or similar issues shall be limited to fifteen (15) minutes. The Inter-Club Council welcomes your comments; however, we are unable to respond to those comments.*

1. **Guest Speaker:** (if any…)
2. **Updates:** (from advisors)
3. **Reports:** (Advisors or club members)
4. **Action Items:**

**Consent Items:** *These items are intended to be routine and non-controversial. They will be acted upon by the Student Senate at one time without discussion. Any member of the Student Senate or any COD student may request that any item be removed from this section for discussion.*

**Unfinished Business:**

**New Business:**

**6.1 SNA Pizza Party –** The SNA Club will discuss and possibly take action to approve a budget not to exceed (proposed budget amount $) for the end of the year pizza party for Nurses Week on (date).

*It was moved by (Club members name) and seconded by (club members names) to discuss the action to approve****.****(include any notes and discussions; final vote count and decision; etc.)*

1. **Information/Discussion Items:**
2. **Communication from the floor:** *This is the time provided so that any member of the club to address any issues or concerns or bring forward information for general discussion.*
3. **Adjournment:**