| ***(Organization’s title)* Board meeting protocol*** Meeting purpose:
* Board meeting’s date and location:
* Board meeting agenda created:
* Distribute and review materials prior to the meeting:
* Recognizing a quorum:
* Call to order:
* Reading and approval meeting agenda:
* Reading and approval of previous meeting’s minutes
* Reports of officers:
* Reports of committees:
* Discussion of current items:
	+ Item 1:
	+ Item 2:
	+ Item 3:
* Old business discussion:
* New business discussion:
* Thanking the visitors:
* Declaring the meeting’s closure:
* Follow up with the executive officer:
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