| ***(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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