## 

## BCU [NAME] MINUTES

## Associated Students

DATE:

LOCATION: Minutes/Actions recorded by: NAME

**CALL TO ORDER:** TIME by NAME, Position

**A. MEETING BUSINESS**

1. **Roll Call**

| **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) | **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) |
| --- | --- | --- | --- |
| Pre-entered Name |  | Pre-entered Name |  |
| Pre-entered Name |  | Pre-entered Name |  |
| Pre-entered Name |  | Pre-entered Name |  |
| Pre-entered Name |  | Pre-entered Name |  |
| Pre-entered Name |  | Pre-entered Name |  |
| Pre-entered Name |  | Pre-entered Name |  |

1. **Acceptance of Excused Absences**

***MOTION/SECOND****: Last Name/Last Name*

***Motion Language:*** *SAMPLE MOTION LANGUAGE*

***ACTION****: Vote: X-X to APPROVE/DENY.*

1. **Acceptance of Proxies**

**B. PUBLIC FORUM**

1. **EXTERNAL REPORTS**
2. **Advisor’s Report**
3. **Executive Officer’s Report(s)**
4. **Group Project/Member Report(s)**
5. **ACCEPTANCE of AGENDA/CHANGES to AGENDA**
6. **CONSENT ITEMS**
7. **Approval of our Action Summary/Minutes from:**
8. **ACTION ITEMS**

**F-1. Old Business:**

**F-2 New Business:**

1. **DISCUSSION ITEMS**
2. **Discussion Topic**
3. **REMARKS**
4. **ADJOURNMENT**

***MOTION/SECOND****: First/Second*

***Motion Language:***

***ACTION****: Vote: XX:XX to CONSENT/OBJECT*