

## Meeting Minutes

Local \_\_\_\_\_ Date \_\_\_\_\_

### I) Call to order

*[Name of meeting chair/facilitator]* calls to order

*[Local]* at *[time of meeting]* on *[date of meeting]* in *[location of meeting]*.

### II) Roll Call

*[Secretary Name]* announced attendance numbers and confirmed quorum

### III) Approval of minutes from last meeting

*[Secretary name]* introduces the minutes from the last meeting. The NSNU recommends that minutes are pre-circulated so that rather than read the entire minutes, the secretary is introducing them for "approval as read."

### IV) Business Arising

#### V) Financial Report

- Motion to receive report.
- Motion to approve the budget. This is done annually by the Local.

#### VI) Committee Reports

Depending on whether you are a single or multi bargaining unit, these reports may include Bargaining Unit report backs by each Bargaining Unit President with respect to:

- a) Human Rights and Equity Committee (motion to receive report)
- b) Negotiations Committee (motion to receive report)
- c) Labour-Management Committee (motion to receive report)
- d) Grievances Committee (motion to receive report)
- e) Health and Safety
- f) Workload and Professional Responsibility
- g) Political Action

Consider the above reports when filling in the Bargaining Unit E-scan.

#### VII) Unfinished Business

- a) Summary of the unfinished business of the meeting
- b) Summary of actions

**VIII) New business**

- a) *[New business/summary of discussion]* motion
- b) *[New business/summary of discussion]* motion
- c) *[New business/summary of discussion]* motion

**IX) Adjournment**

*[Name of meeting chair/facilitator]* adjourned the meeting at *[time meeting ended]*. Minutes submitted by: *[Name]*

Minutes approved by: *[Name]*

**Action Plan Completed**  Yes  No

**Signatures Included**  Yes  No