



Local _____
Meeting Minutes
[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

a) Motion to receive report.

b) 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 make

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:

Action Plan Completed Yes No

Signatures Included Yes No

