**Local:** *Click here to enter Local name.*

**Date of meeting:** *Click here to choose date.*

**Number of members present:** *Click here to enter number.*

**Quorum required:** *Click here to enter number.*

**Names of guests present:** *Click here to enter guest name(s).*

1. **CALL TO ORDER**

*Click here to enter start time.*

1. **ROLL CALL OF OFFICERS AND REGRETS**

Chairperson *Click here to enter name.*

Vice-Chairperson *Click here to enter name.*

Secretary-Treasurer (or Secretary) *Click here to enter name.*

Assistant Secretary (or Treasurer) *Click here to enter name.*

Senior Trustee *Click here to enter name.*

Senior Trustee-Elect *Click here to enter name.*

Trustee *Click here to enter name.*

Conductor *Click here to enter name.*

Warden *Click here to enter name.*

Other/Additional *Click here to enter name(s).*

1. **EQUITY STATEMENT**

Read

1. **INITIATION OF MEMBERS**

Click here to enter names of new members

1. **READING OF MINUTES**

Error or Omissions: Yes  No

*Click here to enter text.*

1. **CORRESPONDENCE**

*Click here to indicate communications, if filed, or to be discussed or moved to appropriate Order of Business.*

1. **TREASURER’S REPORT (Revenues and Expenses)**

*Click here to enter text. After each report, indicate motion to receive and attach if written.*

1. **TRUSTEE’S REPORT**

*Click here to enter text. After each report, indicate motion to receive and attach if written.*

1. **REPORT OF DELEGATES AND COMMITTEES**

*Click here to enter text. After each report, indicate motion to receive and attach if written.*

1. **UNFINISHED BUSINESS**

*Click here to enter text and indicate motion after each item.*

1. **ELECTIONS AND INSTALLATION OF OFFICERS**

*Click here to indicate position, those nominated, and person elected.*

1. **NEW BUSINESS**

*Click here to enter text.*

1. **GOOD AND WELFARE**

*Click here to enter text.*

1. **QUESTION PERIOD**

*Click here to enter text.*

1. **ADJOURNMENT**

*Click here to enter end time.*

Date minutes adopted: *Click here to enter a date.*

Chairperson’s Name: *Click here to enter name.*

Insert Signature: 

Secretary-Treasurer’s or Secretary’s Name: Click here to name.

Insert Signature: 

Note: Local Minutes should not be signed by the Chairperson or Secretary-Treasurer until the minutes have been adopted at the next general meeting. A copy of the Local Minutes should be retained by the Local and a copy mailed to Provincial Office or emailed to: [localdocuments@heu.org](mailto:localdocuments@heu.org)