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| Minutes of [insert name] Land Trust  [insert meeting type] | |
| Attendees: |  |
| Proxy: |  |
| Apologies: |  |
| Minute taker: |  |
| Date: |  |
| Location: |  |

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| Who | Agenda | Action |
| Chairperson | Meeting opened at 10.40amLand trust elders opened the meeting with welcome. |  |
| Chairperson | Confirmation of previous meeting minutes  * Table previous meeting minutes. * A motion to the floor that the report be accepted by (insert trustee’s name). * (insert trustee’s name) seconded this. * If all are in favour of accepting the report, it is passed unanimously. |  |
| Chairperson | Defined business items  * Address the items of business which required the trustee quorum to attend the meeting. |  |
| Chairperson | Chairperson’s report (optional, this is not given at all formal meetings)   * This report is a general business update of what has been happening carried out by the Chairperson and the land trust committee. * There was a motion to the floor that the report be accepted by (insert trustee’s name). * (insert trustee’s name) seconded this. * If all are in favour of accepting the report, it is passed unanimously. |  |
| Treasurer | Treasurer’s report (optional, this is not given at all formal meetings)   * This report is a land trust financial update of what has been happening carried out by the Treasurer. * There was a motion to the floor that the report be accepted by (insert trustee’s name). * (insert trustee’s name) seconded this. * If all are in favour of accepting the report, it is passed unanimously. |  |
| Secretary | Secretary’s report (optional, this is not given at all formal meetings)   * This report is a land trust financial update of what has been happening carried out by the Secretary. * There was a motion to the floor that the report be accepted by (insert trustee’s name). * (insert trustee’s name) seconded this. * If all are in favour of accepting the report, it is passed unanimously. |  |
| Returning officer  (can be trustee who will not vote the in election or can be a nominated non-trustee in attendance) | Committee elections (if required here is an example)Returning Officer(insert trustee name) nominated by (insert trustee name).Seconded by *(insert trustee name).*Accepted by *(insert trustee name).*If all are in favour of accepting the nomination, it is passed unanimously.There can be more than one person nominated*(insert name)* as Returning Officer.Discuss the voting method to be used by the land trust in accordance with the constitution.Chairperson*(insert trustee name)* nominated by *(insert trustee name).*Seconded by *(insert trustee name).*Accepted by *(insert trustee name).*There can be more than one person nominated.Once a vote has been conducted for this position the returning officer will declare the successful nominee.*(insert name of successful trustee)* appointed Chairperson.Deputy Chairperson*(insert trustee name)* nominated by *(insert trustee name).*Seconded by *(insert trustee name).*Accepted by (*insert trustee name).*There can be more than one person nominated.Once a vote has been conducted for this position the returning officer will declare the successful nominee.*(insert name of successful trustee)* appointed Deputy ChairpersonTreasurer*(insert trustee name)* nominated by *(insert trustee name).*Seconded by *(insert trustee name).*Accepted by *(insert trustee name).*There can be more than one person nominated.Once a vote has been conducted for this position the returning officer will declare the successful nominee.(*insert name of successful trustee*) appointed TreasurerSecretary*(insert trustee name)* nominated by *(insert trustee name).*Seconded by *(insert trustee name).*Accepted by *(insert trustee name).*There can be more than one person nominated.Once a vote has been conducted for this position the returning officer will declare the successful nominee.*(insert name of successful trustee)* appointed SecretaryIf there are additional members of the committee, these positions are elected in the same way. |  |
| Chairperson | General business itemsTrustee may raise issues that pertain to the land trust. |  |
| Chairperson | Meeting closed: 1pm. |  |