

Outline of Charter Meeting minutes Cont'd

_____(name)_____, nominated _____(name)_____; _____(name)_____
 nominated _____(name)_____, etc. for the position of President. _____(name)_____
 was elected by secret ballot. (If only one person was nominated, the sentence
 could read: _____(name)_____ elected by acclamation.)

(The above format used for all positions on the Local Executive, including the
 Vice-President, Secretary, Treasurer, Trustees, and the two Local representatives
 on the Provincial Executive.)

REGULARLY MOVED by _____(name)_____, SECONDED by _____(name)_____: That
 the Treasurer, _____(name of Treasurer)_____, open a _____(type of account)_____
 account in the name of The Association of University and College Employees, Local
 # _____. CARRIED*

REGULARLY MOVED by _____(name)_____, SECONDED by _____(name)_____: That
 the Local # _____ Executive make application for certification of Local # _____
 as soon as practical. CARRIED*

REGULARLY MOVED by _____(name)_____, SECONDED by _____(name)_____: That
 the first Local # _____ Executive meeting be held _____(date, time, place)_____.
 CARRIED*

The Chair asked for a motion to adjourn the meeting.

REGULARLY MOVED BY _____(name)_____, SECONDED by _____(name)_____: That
 the meeting be adjourned. CARRIED*

*In most cases this would read CARRIED UNANIMOUSLY. Otherwise, indicate just
 CARRIED and record the number in favour, against, & abstentions.