

WASHINGTON STATE BAR ASSOCIATION

Meeting Minutes

WSBA [NAME] Section Executive Committee Meeting

DATE

LOCATION & CONFERENCE CALL INFORMATION

I. Call to order, establish quorum, and introductions (Action)*

The *[Executive Committee Chair]* called the meeting to order at 12:01 p.m.

Executive Committee Members Present: *List all committee members, and their positions on the executive committee, who are attending in-person or remotely.*

Executive Committee Members excused: *List all committee members that are excused from attending the meeting.*

WSBA Representatives and Staff Present: *List all WSBA representatives and staff present.*

Others Present: *List the names if provided or just the number of all others who are present that are not members of the executive committee or staff.*

Meeting Quorum: *List how many voting members of the Executive Committee are needed to establish quorum and whether quorum was met.*

II. Approval of December 31, 2015 Meeting Minutes (Action)*

On MOTION duly made by *[insert committee member]* and seconded by *[insert committee member]*, the Executive Committee approved by 8-0-1 *[in favor-opposed-abstained]* majority vote the December 31, 2017 meeting minutes. (If an agenda item requires a vote, the outcome of the vote should be tracked in the minutes including the number of votes, who was in favor, who opposed, and who abstained.)

III. Chair's Report (Discussion) **

Write out the summary of the discussion.

IV. Treasurer's Report (Discussion) **

Write out the summary of the discussion.

V. WSBA Report – WSBA BOG Liaison and WSBA Sections Program Lead (Discussion) **

Write out the summary of the discussion.

VI. WSBA Young Lawyer Liaison Report (Discussion) **

Write out the summary of the discussion.

VII. Committee Reports

a. Membership and Outreach (Discussion) **

Write out the summary of the discussion.

b. CLE Planning (Discussion) **

Write out the summary of the discussion.

c. Newsletter (Discussion) **

Write out the summary of the discussion.

d. Legislative (Discussion) **

Write out the summary of the discussion.

VIII. Old Business (For possible action)*

Write out the summary of the discussion.

IX. For the Good of the Order/New Business (Discussion)**

Write out the summary of the discussion.

X. Adjourn (Action)*

On MOTION duly made by *[insert committee member]* and seconded by *[insert committee member]*, the Executive Committee approved by 9-0 unanimous vote to end the meeting at 1:00 p.m.

*If an agenda item requires a vote (action), the item must have been previously labeled as a "For possible action" or "Action" item on the meeting agenda. Items that generally require a vote can be, but are not limited to, elections, budget/spending, work plan development, bylaw amendments, legislative positions and event planning.

**Any new business that is not designated as an action item on the agenda cannot be voted upon until a subsequent meeting in which the item is properly designated as an action item on the meeting agenda.