SPECIAL MEMBERSHIP MEETING MINUTES  
________________________________________ Lodge No. _____

DATE: ___________________ MEETING STARTED AT _____________ AM/PM

PRESIDING OFFICER ________________________________

ROLL CALL: (P = Present, A = Absent)

GOVERNOR _______  JR. PAST GOVERNOR _______  1ST YR TRUSTEE _______
JR. GOVERNOR _______  2ND YR TRUSTEE _______
PRELATE _______  3RD YR TRUSTEE _______
ADMINISTRATOR _______  SGT @ ARMS _______
TREASURER _______  OUTER GUARD (if applies) _______
INNER GUARD (if applies) _______

NUMBER OF LODGE MEMBERS (VOTING) IN ATTENDANCE _______
NUMBER OF LODGE VISITORS (NON-VOTING) IN ATTENDANCE (If applicable) _______

DATE NOTICE OF SPECIAL MEETING MAILED TO MEMBERSHIP: ___________________

PURPOSE OF MEETING: ________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

MOTION TO APPROVE MADE BY______________________________________________________
MOTION SECONDED ____________________________________________
MOTION PASSED _______  MOTION FAILED _______ (Check one)
Total Number of Votes Cast _______  Number of Favorable Votes Cast _______  Number of
Unfavorable Votes Cast_______

ENDOWMENT FUNDS COLLECTED: ________________________________

MOTION TO CLOSE MADE BY __________________________2ND BY________________________
Approved _____  Not Approved _______

MEETING ADJOURNED AT _____________ AM/PM

MINUTES APPROVED ON ___________________________, _________

________________________________________
GOVERNOR’S SIGNATURE  Date

________________________________________
ADMINISTRATOR’S SIGNATURE  Date

*Important Note: All minutes must be printed out and contain original signature notwithstanding the minutes are saved electronically.