

**CITY OF BEAVERTON
NEIGHBORHOOD ASSOCIATION COMMITTEE
MEETING MINUTES**

NAC:		DATE:
BOARD MEMBERS PRESENT:		QUORUM PRESENT: <input type="checkbox"/> : YES <input type="checkbox"/> : NO
<input type="checkbox"/> Chair:	<input type="checkbox"/> Treasurer:	
<input type="checkbox"/> Vice Chair:	<input type="checkbox"/> Recorder:	
<input type="checkbox"/> BCCI Rep:	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
NAC GENERAL MEMBERSHIP PRESENT:		
MEETING START TIME:	MEETING ADJOURN TIME:	
RECORDER'S SIGNATURE		DATE:

According to the Oregon Public Meeting and Records Laws, meeting minutes shall include at least the following:

- members present;
- motions, proposals, resolutions, orders, ordinances and measures proposed and their deposition;
- results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name
- the substance of any discussion on any matter; and
- subject to the Public Records Laws, a reference to any document discussed at the meeting.

Minutes need not be a verbatim transcript, and the meeting does not have to be recorded unless otherwise required by law.

ITEM DISCUSSED:	DATE:
Discussion points:	
VOTING	
Motion:	
Vote: <input type="checkbox"/> Passed <input type="checkbox"/> Failed <i>If the vote is not unanimous; please list the names of those individuals who voted for or against the motion.</i>	
Voted Yes:	Voted No:

ITEM DISCUSSED:	DATE:
Discussion points:	
VOTING	
Motion:	
Vote: <input type="checkbox"/> Passed <input type="checkbox"/> Failed <i>If the vote is not unanimous; please list the names of those individuals who voted for or against the motion.</i>	
Voted Yes:	Voted No: