Minutes of a Special Meeting of the Board

[Company legal name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Called by**	[Chair / Directors]
Chair	[Name]	**Secretary**	[Name]

Notice and purpose

Notice stating the purpose of this meeting was [given on (date) / waived by all directors]. The meeting was called to consider: [purpose stated in the notice].

Attendance and quorum

Present: [Names]. Absent: [Names]. Also attending: [Names, titles]. [Number] of [number] directors were present, which is a quorum under [section] of the bylaws.

Declarations of interest

[None declared.] or [(Name) declared an interest and did not vote.]

Matter considered

[The main points considered and the broad reason for the outcome.]

Motions and resolutions

No.	Motion (exact wording)	Moved by	Seconded by	For / Against / Abstain	Result
1	[Resolved, that ...]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]
2	[Resolved, that ...]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]

Adjournment

No other business was transacted. The Chair adjourned the meeting at [time].

Secretary	Chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved by the board: