**MEETING MINUTES**

Minute Number \_\_\_12\_\_\_ Date: \_\_\_\_\_\_Date Goes Here\_\_\_\_\_\_

At this meeting of the Board of Trustees of this Trust held at the office of the Trust with a majority of the Trustees being present, by unanimous accord the following was affirmed and ratified, viz:

DECLARED SO:

1. THAT should any Trustee of this Trust become unable to continue his/her duties due to health, resignation, or removal from office, in the event of such, the Board of Trustees hereby nominates \_\_\_\_\_\_\_\_\_Successor-Trustee: Name\_\_\_\_\_\_\_\_\_ as Successor Trustee; and
2. THAT any such death, resignation, or removal from office of any Trustee shall be noted in the Minutes of this Trust along with the decision of the Board of Trustees to either fill the vacancy so created or to reduce the number of Trustees. Should the Board vote to fill the vacancy, the Successor Trustee shall be immediately notified by mail of the conditional appointment to the Board of Trustees as a Trustee. Acceptance of such appointment shall be by a special meeting called for such purpose and with an appropriate Minute signed by the accepting Trustee. Upon the appointment of any new Trustee to the Board of Trustees, the Board shall in the same manner nominate a Successor Trustee for such new Trustees. The Secretary is hereby authorized to notify in writing \_\_\_\_\_\_\_\_\_\_Successor-Trustee: Name\_\_\_\_\_\_\_\_\_\_ of the possible appointment to the Board of Trustees and solicit a reply as to whether the appointment will be accepted and to place any such response into the records of this Trust. Any nominations made hereby and any further nominations made may be changed by appropriate Minute.

With there being no further business, the meeting was adjourned.

All in favor as ratified by the Board of Trustees.

In witness whereof the Trustees have set their hands hereto.

By,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First-Middle: Last, Executive Trustee Somebody-Else: Too, Executive Trustee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third-Person: Maybe

\*\*DELETE IF ONLY 2 TRUSTEES.\*\*

**JURAT**

Subscribed and sworn to before the below-signed witnesses.

Hold-harmless clause: Witnesses are not a party to the above Meeting Minutes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Printed Name