



## LEC Minutes Template

The below template is a template that can be used to record the minutes of an LEC meeting.

Below are some tips for using the template:

- Make sure that the template is accurate to your lodge.
  - The minutes should accurately include your chapters, committees, and lodge officer positions.
  - The minutes should reflect the actual order of the agenda.
- Minutes are not meant to be brief notes but detailed summaries of what was discussed. In the actual meetings, it is fine to write sentence fragments or notes. However, the minutes should be a polished, full-sentence recollection of the meeting.
- For motions and voting in a meeting, we recommend that you use the following template:
  - A motion was made to [Exact Text Of Motion] by [Person] and seconded by [Person]. [Insert Any Discussion Points Here]. The motion [passed/failed] with [Number] in favor, [Number] against, and [Number] abstaining.

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**[Lodge Name] LEC Meeting Minutes**

**[Month] [Day], [Year]**

***[Council Name] #[Council Number]***

### **Opening**

This meeting of the [Lodge Name] Lodge Executive Committee was called to order on [Date] at [Time].

[Person] led the Executive Committee in reciting the Order of the Arrow Obligation.

### **Attendance:**

Youth Present:

- Insert the names of all attending LEC youths or representatives here.

Advisers Present:

- Insert the names of all attending LEC advisers here.

### **Review And Approval Of Previous Meeting Minutes:**



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Lodge Secretary [Secretary Name] read the minutes of the last LEC meeting to the committee. A motion was made to approve the meeting minutes by [Person] and seconded by [Person]. [Insert Any Discussion Points Here]. The motion [passed/failed] with [Number] in favor, [Number] against, and [Number] abstaining.

### **Committee Reports:**

- Activities ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Camping Promotions ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Ceremonies ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Communications ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Finance ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Inductions ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Leadership Development ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Membership ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Service ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Unit Elections ([Name Of Youth Giving Report], Chair)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]



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## **Chapter Reports:**

- Chapter #1 ([Name Of Youth Giving Report], Chapter Chief)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Chapter #2 ([Name Of Youth Giving Report], Chapter Chief)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Chapter #3 ([Name Of Youth Giving Report], Chapter Chief)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Chapter #4 ([Name Of Youth Giving Report], Chapter Chief)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]

## **Lodge Officer Reports:**

- Chief's Report ([Name Of Youth Giving Report], Lodge Chief)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Vice Chief's Report ([Name Of Youth Giving Report], Lodge Vice Chief)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Secretary's Report ([Name Of Youth Giving Report], Lodge Secretary)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]
- Treasurer's Report ([Name Of Youth Giving Report], Lodge Treasurer)
  - [Report Text]
  - [Any Discussion From LEC Regarding Report]

## **Old Business:**

- Old Business Item One
  - [Summarize discussion of this point]
- Old Business Item Two
  - [Summarize discussion of this point]
- Old Business Item Three
  - [Summarize discussion of this point]
- Old Business Item Four
  - [Summarize discussion of this point]



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## **New Business:**

- New Business Item One
  - [Summarize discussion of this point]
- New Business Item Two
  - [Summarize discussion of this point]
- New Business Item Three
  - [Summarize discussion of this point]
- New Business Item Four
  - [Summarize discussion of this point]

## **Open Forum:**

- [Summarize any discussion that takes place during open forum here]

## **Lodge Staff Adviser Minute:**

- [If possible, quote this minute, if not summarize the key points]

## **Lodge Adviser Minute:**

- [If possible, quote this minute, if not summarize the key points]

## **Lodge Chief Minute:**

- [If possible, quote this minute, if not summarize the key points]

## **Closing and Song**

A motion was made to adjourn the meeting by [Person] and seconded by [Person]. [Insert Any Discussion Points Here]. The motion [passed/failed] with [Number] in favor, [Number] against, and [Number] abstaining.

The meeting ended in the OA song and adjourned at [Time].