

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

<b>NAC:</b>		<b>DATE:</b>	
<b>BOARD MEMBERS PRESENT:</b>		<b>QUORUM PRESENT:</b> <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"/>	
<b>NAC GENERAL MEMBERSHIP PRESENT:</b>			
<b>MEETING START TIME:</b>		<b>MEETING ADJOURN TIME:</b>	
<b>RECORDER'S SIGNATURE</b>		<b>DATE:</b>	

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.

<b>ITEM DISCUSSED:</b>	<b>DATE:</b>
Discussion points:	
<b>VOTING</b>	
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:

<b>ITEM DISCUSSED:</b>	<b>DATE:</b>
Discussion points:	
<b>VOTING</b>	
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: