Board quorum checklist

Organization: _____

Meeting and date: _____

Before the meeting

[ ] Directors in office today: _____

[ ] Quorum rule in your bylaws (for example, a majority of directors in office). If the bylaws say nothing, your state's nonprofit law sets it: _____

[ ] Number needed for quorum: _____

[ ] Notice sent the way and as early as your bylaws require. Date sent: _____

[ ] Your bylaws and state law allow directors to join by video or phone, if anyone will: yes / no

At the call to order

[ ] Count who is present, and how (in the room, on video, on the phone): _____

[ ] Quorum met at _____ (time). The chair announces it, and the secretary records it.

[ ] Note anyone who arrives late or leaves early, with the time.

Before each vote

[ ] Quorum is still present. If someone has left, count again before the vote.

[ ] Anyone with a conflict on the item is noted. Check your bylaws and state law on whether they count toward quorum.

If quorum is lost

[ ] Stop taking votes. Without a quorum the board can generally only adjourn, recess, set a time to continue, or try to bring members back.

[ ] Record the time quorum was lost, and what the board did.

[ ] Items not voted on carry over to the next meeting.

Free to copy. No sign-up. https://www.qwibie.com/templates/board-quorum-checklist
Run this meeting in Steward, free: https://app.qwibie.com/pricing-governance?plan=gov_free