

**Foundation for student housing  
in the Helsinki region**

**Minutes \_\_/202\_\_**

**Tenant meeting**



**DATE AND TIME:** \_\_\_\_\_

**PLACE** (address of the property and exact location of the meeting):  
\_\_\_\_\_

**PRESENT** (first and last name):

**1. CALL TO ORDER AND DECLARING THE MEETING QUORATE**

Chairman called the meeting to order at \_\_\_\_\_

The meeting was declared quorate.

**2. ELECTION FOR THE CHAIRMAN AND SECRETARY OF THE MEETING**

\_\_\_\_\_ was elected as a chairman and secretary

**3. ELECTING TWO TELLERS WHO ALSO ACT AS EXAMINERS OF THE MINUTES**

\_\_\_\_\_ and \_\_\_\_\_ were elected

**4. ADOPTING THE AGENDA**

Agenda was adopted as order of business.

**5. ELECTION OF THE TENANT COMMITTEE FOR THE YEAR \_\_\_\_\_**

Were elected

**6. ORGANISING OF THE TENANT COMMITTEE**

**6.1 ELECTION FOR THE CHAIRMAN OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as a chairman

**6.2 ELECTION FOR THE SECRETARY OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as a secretary

**6.3 ELECTION FOR THE PERSON IN CHARGE OF ALLOWANCE OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as a person in charge of allowance

**6.4 ELECTION FOR THE OF THE VICE-CHAIRMAN OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as a vice-chairman

**6.5 ELECTION FOR THE VICE-SECRETARY OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as a vice-secretary

**6.6. ELECTION FOR THE VICE-PERSON IN CHARGE OF ALLOWANCE OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as a vice-person in charge of allowance

**6.7. ELECTION FOR THE PERSON IN CHARGE OF COMMUNICATIONS OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as a person in charge communications

**6.8. ELECTION FOR THE ASSISTANT PERSON IN CHARGE OF COMMUNICATIONS OF THE TENANT COMMITTEE**

\_\_\_\_\_ was elected as an assistant person in charge of communications

**6.9. ELECTION FOR THE OTHER POSSIBLE TASKS OF THE TENANT COMMITTEE**

(e.g. person in charge of the clubroom, key holder)

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**7. OTHER POSSIBLE BUSINESS**

The tenant committee will commence immediately.

**8. ADJOURNMENT OF THE MEETING**

The chairman adjourned the meeting at \_\_\_\_\_

**APPROVAL OF THE MINUTES**

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Chairman and secretary

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Examiner of the minutes

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Examiner of the minutes