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):

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|  |

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:

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| --- |
|  |

6. ORGANISING OF THE TENANT COMMITTEE

6.1 ELECTION FOR THE CHAIRMAN OF THE TENANT COMMITTEE

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

Consent of the chairman to be a member in the tenants´ co-operation body **YES / NO**

6.2 ELECTION FOR THE SECRETARY OF THE TENANT COMMITTEE

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

6.3. ELECTION FOR THE OTHER POSSIBLE TASKS OF THE TENANT COMMITTEE

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

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| --- |
|  |

6.4. ELECTION FOR THE REPRESENTATIVE TO THE TENANTS´ CO-OPERATION BODY (if it is not the chairman of the tenant committee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was elected as the representative.

7. OTHER POSSIBLE BUSINESS

The tenant committee will commence immediately. The tenant committee can decide the length of its term of office. The recommended length is a year (January – December).

Decided lenght:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. ADJOURNMENT OF THE MEETING

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

APPROVAL OF THE MINUTES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman and secretary

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 Examiner of the minutes Examiner of the minutes