



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/were 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

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)



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 length: \_\_\_\_\_

#### 8. ADJOURNMENT OF THE MEETING

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

#### APPROVAL OF THE MINUTES

\_\_\_\_\_  
Chairman and secretary

\_\_\_\_\_  
Examiner of the minutes

\_\_\_\_\_  
Examiner of the minutes