

**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

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

Chairman and secretary

Examiner of the minutes

Examiner of the minutes