**Board Resolution Sample**

Organization name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, the undersigned, being the directors of \_\_\_\_\_\_\_\_\_\_\_\_(organization name) consent and agree that the following resolution was made on \_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_ (time), at \_\_\_\_\_\_\_\_\_\_\_\_\_ (location).

We do hereby consent to the adoption of the following as it was adopted at a regularly called meeting of the board. In accordance with Law and the Bylaws of this organization, the board of directors decided that: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the need motivating the action)

Therefore, it is resolved that the organization shall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (summary of action to be taken).

The following officers of the organization give authorization to carry out this resolution.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director signature Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director signature Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary signature Name Date

OR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair signature Name Date

*(Depending on the significance of the decision unanimous sign off from all board members may be required).*

**There’s An Easier Way**

**With the** [**Aprio board portal**](https://aprioboardportal.com/)**, gathering signatures and tracking resolutions is simpler.**

* You upload a document with the resolution summarized - often during a board meeting and enable signatures.
* Members of the board required to sign do so digitally from wherever they are.
* Once signatures are complete you have a date stamped archive of the resolution and who was involved.