**[Trust Name]**

A Private Express Trust Organization

### \*TRUSTEE APPOINTMENT\*

**MINUTES OF SPECIAL MEETING FOR [TRUST NAME]**

Pursuant to notice of a meeting dated [Date], a special meeting of the Board of Trustees of [Trust Name] was held on the at [Time]. A quorum of Trustees attended, as shown by the attached roster. Proxies (if any) were examined and admitted as shown by the attached roster.

The meeting was called to order. By unanimous accord, the following was affirmed and ratified:

1. The first item of business was the proposed appointment of the Trustee, [Trustee True Name] [Trustee Family Name], as Executive Trustee of the Trust to serve as a member of the Board.
2. It was RESOLVED and declared by the Board that [Trustee True Name] is hereby appointed to the aforesaid office, effective upon his signing a letter accepting all the terms set forth in the Contract of Constitution for this Trust.
3. The Authorized Representative has produced this paper as a formal Letter of Acceptance to [Trustee True Name] for his signature with the Trust Seal affixed, holding the power of the Board of Trustees unanimous approval.
4. [Trustee True Name] upon signing this letter gives acceptance holding the appointment to be valid.

There being no further business to come before this meeting, on motion duly made, seconded, and carried, the meeting is adjourned.

Dated:[Date]

Attest, Board of Trustees

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[Trustee True Name], Executive Trustee

[trust seal]