

Pointers about Minutes

1. Request that motions be placed in writing for easy recording and accuracy.
2. Record all lost main motions as well as those which are adopted.
3. Minutes can be corrected at any time that an error is noticed. (2/3 vote-Amend Something Previously Adopted)
4. When the vote is by ballot or counted, the entire results are recorded.
5. Discussion is never included in the minutes.
6. When approved--write approved or approved as corrected and the date and your initials at the end.
7. Minutes of a regular meeting are never approved at a special meeting however minutes of a special meeting are approved at a regular meeting.
8. Minutes may be approved by a committee which should be appointed at the beginning of the meeting. This committee signs the minutes.
9. Use a copy of the agenda as a guide in taking minutes and to help write them.
10. Record the name of the mover, but not the seconder of motions.
11. Record the names of all officers and committees from who reports are received in the meeting and only the most pertinent facts of these reports unless a copy is attached to the minutes.
12. Write the minutes as promptly as possible after a meeting and send a copy to the president. Call unfinished business items to the president's attention.
13. Prepare a summary of action taken at the board meeting and be ready to report recommendations of the board to the membership meeting. Be ready to read the summary and to move the adoption of any motions recommended by the board. Make a copy for the president and keep a copy for the secretary's file.
14. Be specific when recording corrections in the minutes. Record the date, page, and line in the minutes of the meeting in which the correction was made. Then, using a contrasting color of ink, record the corrections on the right side of the page of the minutes which are being corrected noting the date of the correction. Draw a line through the part being corrected.
15. Minutes distributed prior to their approval should have draft printed on each page.