

How to Take Minutes

Minutes

Although it is the responsibility of the secretary to record, prepare and preserve the minutes of the association, it is every member's responsibility to read the minutes and refer to them as the record of the unit.

General outline of minutes:

- *Name of association*
- *Date, place, and hour of meeting*
- *Kind of meeting (regular, special or executive)*
- *Name of the presiding officer*
- *Statement concerning the minutes of the previous meeting and their disposition.*
- *Report of treasurer*
- *Reading of communications*
- *Reports of executive committee, standing committees, and special committees.*
- *NOTE: All motions (except those withdrawn), points of order and appeals, whether sustained or lost, and the name of each member who introduced a main motion, but not the name of the seconder, are to be recorded.*
- *Program with brief notes*
- *Hour of adjournment*
- *Secretary's signature*

When taking minutes, the Secretary should:

- *Be accurate*
- *Enter minutes in an official bound book with numbered pages (for permanent record)*
- *Make minutes as brief as possible*
- *Record what is done by the group, not what is said*
- *Report in the order in which the business was presented in the meeting*
- *Record mover of a motion*
- *Record exact wording of motion as stated by the maker of the motion. The secretary may request the maker of the motion to put it in writing*
- *Record action taken on a motion*
- *Indicate that minutes are "approved as read" or "approved as corrected" and date that action*
- *Sign the minutes*