



# The Minutes

The Minutes of an organization should contain a record of Motions that are approved by the Members. General discussion on a Motion need not be mentioned. Minutes contain more information other than Motions; they contain things such as attendance, record of correspondence, etc.

The Secretary is responsible for the records of the organization. **THESE SHALL BE CAREFULLY PRESERVED** in a safe and accessible place.

The Secretary should keep Minutes in a bound book.

Minutes of any special meeting held between regular monthly meetings are read at the next regular meeting and dealt with in the same manner as the Minutes of the regular meeting. Minutes are not called the 'Report of the Secretary' and should not be signed with, "Respectfully submitted".



## Minutes should contain:

- Kind of meeting, regular or special
- Date, place and time of meeting
- Number of Members and name(s) of guest(s) present
- Name of person presiding or Chairing the meeting.
- Record of correspondence received and read.
- Record unfinished (old) and new business discussed at the meeting.
- All the reports and the action taken, if any
- Record of the exact wording of all Motions; "name of the person who made the Motion and the seconder"
- All Motions presented at the meeting including "accepted" or "rejected".
- A Motion, which was withdrawn, should not be recorded.
- Brief review of the program.
- A Motion to adjourn the meeting.
- Record who presented the Motion to adjourn and the seconder.

## As Secretary, you:

- Should stand to read the Minutes of the last meeting and when reading the correspondence
- Must record corrections to the Minutes, if any.
- Must have all Minutes signed as correct by yourself and the President, after they have been adopted.