

MINUTES

Minutes are permanent legal documents, must be an accurate record of what occurred and the decisions made at a meeting, and are comprehensive, yet brief.

What do good minutes contain? They begin with basic information such as

- organization name
- meeting date, time, and place
- name of presiding officer and secretary
- a record of “approved as read”, “approved as printed”, or “approved as corrected” action on previous minutes

The body contains in paragraph form reports of officers and committees including actions taken. Motions include final wording of main motions and amendments and motions to reconsider, including whether adopted, lost, or temporarily disposed of, not including withdrawn motions. All points of order and appeals, whether sustained or lost (including the chair’s reasons for the ruling) are included. The name of the maker of important motions is included but not the seconder. Announcements are included.

The conclusion includes the hour of adjournment and the signature and title of the meeting secretary, *respectfully submitted* no longer used.

Helpful Hints:

- Minutes include what was done by the assembly, not what was said by the members.
- When votes were counted, the number on each side is recorded unless otherwise moved.
- Names of elected or appointed committee members are listed.
- Any member may propose a correction in minutes, even if not present at that meeting. Minutes can be corrected (by vote) after they’re approved, even years later, if an error or material omission become apparent.

More detailed information available in current (11th) edition of *Robert’s Rules of Order Newly Revised*, Section 48.