

## **MEETING MINUTES: How to Write Them**

The minutes are the official, legal records of the actions which have taken place during an assembly or meeting of an organization, committee, or board, at which a quorum was present and business was transacted.

### **Purpose:**

The purposes of the minutes are to:

1. Provide the organization a legal record of meeting in the cases where the actions of the organization are juridically questioned.
2. Provide a review of the actions taken at a previous meeting for the members who were present at the meeting.
3. Inform members who were absent from a meeting of business transacted at the meeting.
4. Provide the organization with records of attendance, work of officers, platforms, history, purchases, and other information.

### **Contents of Minutes:**

The form of minutes should be on at least "8 ½ x 11" paper with ample margins to allow for corrections and binding. The pages should be numbered and dated to aid in locating actions. Bound volumes may be in one, two, three, or more years; whichever will be of greater convenience for the organization.

The minutes are divided into three sections: The heading, main body, and closing.

#### **Heading:**

1. The kind of meetings: regular, special, adjourned regular, or adjourned special.
2. The name of the organization.
3. Date, time, and place of the meeting.
4. Presence of a quorum, presiding officer and secretary or the absence thereof; name(s) of pro tem officers.
5. Statement of the action on the previous meeting's minutes, approved, corrected and approved, or postponed. A record of the financial statement.

#### **Main Body:**

6. All main motions or motions to bring a question again before the assembly (i.e., rescind), motions that are withdrawn are not included. The final disposition (action) on the motions, adopted, referred, postponed, or rejected.
7. All points of order, appeals whether sustained or lost, together with reasons given by the Chair for the ruling.

#### **Closing:**

8. The hour adjourned.
9. The minutes would be signed personally in script by the secretary responsible for the preparation, and if the organization requires, the presiding officer.

The words, "Respectfully submitted" are not commonly used.