



Prepared by:
Sandra K. Olson, PRP

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MY FAVORITE HOBBY--MINUTES

What is wrong with the following statements?



1. **A member cannot vote to amend the minutes if the member was not present when the action was taken.**
2. **Minutes of a board meeting are open for inspection by any club member without permission of the board.**
3. **An amendment to a main motion should always be recorded in the minutes separately from the main motion.**
4. **Minutes that need correction after several years may be corrected with the motion, to Amend.**
5. **When the word secretary is used, it refers to the corresponding secretary.**
6. **The desk of the secretary should be across the table from the presiding officer.**
7. **The minutes of a secret meeting should be read at a meeting open to the public.**
8. **The secretary should make criticisms, favorable or unfavorable, in the minutes.**
9. **The minutes of a convention are read at the end of business each day.**
10. **If the reading of the minutes is dispensed with, the minutes may not be taken up later in the meeting.**
11. **If the reading of the minutes is dispensed with, these minutes will be read after the reading of the later minutes.**

- 12. Minutes of one convention shall always be read at the next convention.**
- 13. Grandiose language should be used when writing the minutes.**
- 14. When a counted vote is ordered, only record whether the action was adopted or lost.**
- 15. Always record in the minutes the results of an amendment to a motion separate from the motion itself.**
- 16. Always record the name of the seconder of a motion.**
- 17. Remarks of the guest speaker should be summarized in the minutes.**
- 18. Always record the fact that there were no announcements in the minutes.**
- 19. The secretary should always address the chair before reading the minutes.**
- 20. Never use red ink for corrections in the minutes.**
- 21. Never leave a wide margin on one side of the minutes.**
- 22. Make long paragraphs and do not indent.**
- 23. Always erase errors in the corrected minutes.**
- 24. When corrections are made, circle the error.**
- 25. The minutes of the meeting making corrections to the minutes should state the exact wording of the correction.**
- 26. The wording of a motion in the minutes should only be the exact wording the chair uses in stating the motion.**
- 27. Drafts of minutes, notes, and audio or video recording should be kept in the organization's files.**



YOU ARE THE SECRETARY

You are the “right hand” of the President. You have the right to make motions, debate, and vote on all business matters. Some of your duties include:

- **Arrive at the meeting early and sit near the president**
- **Take effective minutes of all regular, special, and adjourned meetings. These minutes are a legal record of the organization.**
- **Take minutes of the board (if board meetings are authorized in the bylaws)**
- **Read the minutes for approval of the assembly if requested**
- **Send out all notices of meetings**
- **Prepare an agenda, when requested by the president**
- **Maintain the official roll of members and call the roll when requested**
- **Be responsible for the official correspondence of the organization unless otherwise authorized in the bylaws**
- **Come to the meetings prepared with a copy of the previous minutes of meetings, bylaws, standing rules, special rules of order, state codes, list of committee members, ballot paper, and other necessary records and supplies**
- **Notify officers, delegates, and committee members of their election or appointment**
- **Furnish delegates with credentials**
- **Actively supply the committee members with informational documents for their research**
- **Update bylaws or other rules from information in the minutes**

- **Within a short time (one week if possible) send to the president a copy of the minutes**
- **Call the meeting to order in the absence of the president or vice president and preside at the election of a chairman pro tem**
- **Present an annual report**
- **Be a custodian of the records of the organization unless otherwise authorized in the bylaws**

The Make-Up of Excellent Minutes

First paragraph:

kind of meeting

name of organization

date and time of the meeting and the place if it varies

the president and secretary's presence or the names of their substitutes

the action taken on the minutes of the previous meetings(s)

Separate paragraphs for each subject:

all main motions or bring back motions

- **final wording of the motion**
- **the final disposition of the motions; withdrawn motions are generally not included**
- **all notices of motions**
- **all points or order and appeals, showing disposition and rulings of the chair**
- **the name of the maker of the motion if needed, not the seconder (unless otherwise specified)**

The hour of adjournment appears in the last paragraph

Minutes are signed by the person taking the minutes and include that person's title. The president may sign them also, provided the organization requires this signature. "Respectfully submitted" is not included before the signature.

The information below represents a poor set of minutes. Please work together with a friend and make the corrections; if time, please rewrite the minutes utilizing the information you have available. Leave blanks for missing information. Good luck!

XYZ ORGANIZATION -- MINUTES sometime in August

The meeting of XYZ came to order at 7 p.m.

The secretary read the correct minutes.

The treasurer reported \$1000 in the bank and moved to adopt the report.

Someone talked about the bake sale but nothing was decided. Jill Miller thought it was a good idea to have a bake sale for Christmas on December 4 but after discussion no one else wanted it. Jill was really mad.

Joe Smith made a motion to have a garage sale. Jane Hill seconded the motion. Julie Jones wanted December 5 added to the motion. The motion for the garage sale was discussed and everyone thought it was the wrong time of the year so we aren't going to have it. Julie didn't appreciate the decision.

Something came up about a movie night on June 1. I think they wanted us to go to the 7 o'clock show. Joe really wanted a new show but everyone else just wanted something to do. I guess we are going to the movie then.

We really need money and Jim Weber thought a top down car wash would add a little excitement. We really didn't know much about it so Jim, Sally Jones, and Lisa Smith get to meet sometime and decide whether we will have it.

Everyone decided to go eat so the meeting quit at 8 p.m.

Respectfully submitted,

Jane Smith

SAMPLE SECRETARY’S MINUTES—answer key
XYZ ORGANIZATION

Call to Order

The regular meeting of the XYZ Organization was called to order at 7 p.m. August 20, 2017, in the City Library. President _____ and Secretary _____ were in attendance. The minutes of the July 20, 2017 meeting were approved as read.

**Treasurer’s
Report**

The treasurer reported a balance of \$1000.

**Special
Committee Report**

Miss Johnson, chairman of the Bake Sale Committee, reported. Her report was filed.

New Business

The motion “to have a garage sale on September 15” as amended was lost.

The motion “**to have a movie night on June 1, 2018 at 7 p.m.**” was adopted after amendment.

It was moved “**to have a top down car wash September 1 at Wal-Mart.**” The motion was referred to a committee of three appointed by the president to report at the next meeting. The committee consists of Mr. Weber, Miss Jones, and Miss Smith.

Adjournment

The meeting adjourned at 8 p.m.

Jane Smith, Secretary

References: **Robert’s Rules of Order in Brief**, Da Capo Press, 2011
Robert’s Rules of Order Newly Revised, 11th Edition, Da Capo Press, 2011
Leadership in the Spotlight, National Association of Parliamentarians, 2003
Parliamentary Law Training Guide No. 1, National Association of Parliamentarians, 1966

Reference to Answers to Minutes Trivia:

Sandra Olson, PRP

Based on ***Robert's Rules of Order Newly Revised***, 11th Edition (RONR)

Parliamentary Law

Leadership in the Spotlight

I've Been Elected—Now What? Viola Brannen, PRP-R

1. p. 355, lines 8-11, RONR
2. p. 487, lines 14-17, RONR
3. p. 469, lines 17-20 RONR
4. p. 475, lines 20-21 RONR
5. p. 460, lines 33-34 RONR and Parliamentary Law, p. 314
6. p. 61, Leadership in the Spotlight
7. p. 96, lines 9-12, RONR
8. p. 58, Leadership in the Spotlight
- 9 p. 475, lines 8-11 RONR
10. p. 474, lines 11-18, RONR
11. p. 474, lines 13-16 RONR
12. p. 475, lines 13-14
13. p. 60, Leadership in the Spotlight
14. p. 470, lines 29-35 RONR
15. p. 469, lines 17-21 RONR
16. p. 470, lines 27-28 RONR
17. p. 471, lines 18-19 RONR
18. p. 61 Leadership in the Spotlight
19. p. 61 Leadership in the Spotlight
20. p. 62 Leadership in the Spotlight
21. P. 62 Leadership in the Spotlight
22. p. 62 Leadership in the Spotlight
23. p. 62 Leadership in the Spotlight
24. p. 62 Leadership in the Spotlight
25. p. 62 Leadership in the Spotlight
26. p. 469, lines 17-21 RONR
27. p. 476, lines 12-15 RONR

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