

Minutes

Following is the proper form of minutes taken from the 10th edition of Robert's Rule of Order (RONR). However, the Rules of Order or Bylaws of an organization may require additional information to be recorded than what is listed below.

- A. First paragraph should contain following information:
 - a. Kind of meeting, regular, special, annual, etc
 - b. Name of organization
 - c. Date, place, time
 - d. Fact that regular chair and secretary was present or their representative
 - e. Whether the minutes of the previous meeting were read and approved as read or as corrected. If corrected, what the corrections were.

- B. Body of minutes
 - a. Separate paragraph for each subject
 - b. All motions should contain the name of the mover, name of seconder is not required unless required by organization, and the exact wording of the way it was disposed of, ie passed, failed, tabled, etc. Any counted vote should have the number for and against recorded. It should include all primary and secondary amendments. See below for 2/3, counted or roll call votes.
 - c. All secondary motions that were not lost or withdrawn – such as, Recess, Fix the time to adjourn, Suspend the Rules, etc.
 - d. All notices of motions. If a notice was sent out that a certain motion would be discussed at this meeting.
 - e. All point of order and appeals, whether sustained or lost, together with the reasons given by the chair for his/her ruling. Questions of Privilege are not recorded.

- C. Last paragraph should contain
 - a. Hour of adjournment
 - b. Signed by person recording the minutes

Additional rules and contents of minutes:

- A. Minutes do not contain everything that was said during a meeting, only what was done. However, anything that is deemed as valuable for historical data should be recorded.
- B. A 2/3 vote should be taken as a rising vote or in small assembly by show of hands and method should be recorded in minutes
- C. Counted votes should always be recorded in minutes with number on each side
- D. Roll call votes: should record name on each side and those voting “present.” Present is only necessary in determining quorum and not in counting votes, since it is a non-vote.

- E. Committee reports are not recorded unless of great importance – such as containing information that requires action.
 - a. Motion from a committee of more than one does not require second
 - b. Reports are recorded as presented. Proper form is, “The report of the Food Committee was received and place on file.”
- F. Name and subject of guest speaker should be recorded, but not a summary of presentation.
- G. When minutes are approved, the word “Approved” with the secretary’s initials and the date should be written below them.
- H. Minutes can be corrected at any time a mistake is discovered, even years later.