

GUIDE TO AGENDA AND MINUTES

AGENDA ITEM

MINUTES

Call to Order

Presiding Officer determines that a quorum (number of members required by Bylaws) is present; if not, calls the meeting to order at the announced time, then entertains a motion *to adjourn, recess*, or make an effort to obtain a quorum. Secretary notes those present, by name or number (if a large meeting), time called to order, and subsequent actions.

Approval of Minutes

General Consent: If there are no corrections, the minutes are *approved as distributed*. For any routine or non-controversial business, Chair can and should say "if there are no objections" to the action as stated, it will be considered adopted. If a member disagrees, should say "I object", then a vote must be taken. Secretary records results. If there are corrections, the minutes of the current meeting show that previous meeting's minutes are "approved as corrected"; previous meeting's minutes are then corrected, signed and dated.

Reports of Officers

President

Presented by President; Minutes summarize with words like "reported, stated".

Treasurer

Presented by Treasurer; Presiding Officer says *Thank you, the report will be filed for audit*. No motion is necessary. Minutes say that Treasurer's report was presented and filed for audit. Depending on custom, minutes may include account balances.

Reports of Boards/Committees

If a motion arises out of a committee report presented by the chair, no second is required as the committee members are assumed to have seconded the motion (unless it's a committee of one, then it requires a second). Reports are summarized with words like "reported, stated".

Unfinished Business

Any motion that was pending when the previous meeting was adjourned; any motions that were unfinished business at the previous meeting; anything that was on the agenda that wasn't gotten to; not items that were discussed at a previous meeting but no motion made. Minutes will show the disposition of the previously unfinished items.

New Business

New items of business, announcements, program, if there is one. Presiding Officer should ask if there are any items of new business and present them to the Body.

Motions must be properly made by a member, stating "I move that..."; never "so moved"; a second is usually required, indicating that someone else believes that the matter is worthy of consideration, not necessarily in favor of the motion. The Chair states the motion: "It has been moved and seconded that...; is there discussion?" When all who wish to speak have done so, the Chair states the motion again and asks for the vote in the affirmative ("say aye, raise hand, etc.); those opposed (say no, raise hand, etc.); then Chair states the result and what will happen.

Minutes need to accurately state the motion and who made it, plus any properly handled amendments. It is not necessary to name the seconder, just that it was seconded, debated, and the results of the vote (whether motion carried or failed and what the action will be; if votes are counted, numerical results should be included in the Minutes). Minutes should state what was done, not what was said or by whom. The discussion/debate is not for public record. (Secretary's notes should include this information in case questions arise later.)

Adjournment

By general consent or motion to adjourn. Minutes show the time adjourned and when and where the next meeting will be.