

Call to Order

What Every Board Member Needs to Know about Parli Pro

Guidelines for Secretaries

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What to Record in the Minutes

The general rule is to record what is done, not what is said.

Call to Order:

- Record type of meeting: regular (stated), special, adjourned or annual.
- Record name of the organization or group: society, board or committee.
- Record date, time and place of the meeting.
- Record presence of the regular presiding officer and secretary, or the names of their substitutes.

Approval of Minutes:

Record action taken on minutes of previous meeting. *"The minutes of [date] were approved as read."* Or *". . .as distributed to the members of the board."*

Corrections should be noted in both sets of minutes. In the corrected minutes, cross out the incorrect words, insert the correction and initial it. In the minutes of the meeting when the corrections are made, write *"The minutes of [date] were corrected to read. . . [record the correction]. The minutes were approved as corrected."*



Officer and Committee Reports:

- Record name of person reporting.
- BRIEFLY summarize the main points of the report, or attach a copy if a written report.
- Record what action was taken, if any.

Business Actions:

- Record the names of persons making important motions.
- Name of person seconding a motion need not be recorded.
- Motions withdrawn or without seconds need not be recorded, except as necessary to clarify the minutes.

Record final wording of all main motions, with amendments incorporated.
Record if a motion is referred to committee, postponed or laid on the table.
Record the names of persons elected or appointed to committees.
Record if the motion carries or is lost. Record the number of “ayes” and “noes” if a counted vote is taken.
For motions requiring previous notice to the members, such as a bylaws amendment, you should record the notice in the minutes, or attach a copy if a written notice was given.
If meeting recesses, record the time of recess and reconvening.

Election of Officers and Directors:

Record names of persons nominated by committee first, then record names of persons nominated from the floor,
Record the number of votes for each candidate, or that election was by acclamation,
Record the chair’s declaration of the election of each officer or director.

Announcements and Presentations:

Record IMPORTANT announcements. You do not need to record every general announcement.
Record name of speaker and program topic. Do not summarize the presentation.

Adjournment and Signature:

Record time of adjournment.
Include signature and title of person who took the minutes: secretary or secretary pro-tem.
Do not need to write, “*Respectfully submitted by. . .*”
After the minutes are approved, the secretary writes “*approved*” and the date of approval below the minutes and initials the notation.
Minutes are the legal record of the proceedings of your organization. They may be subpoenaed in court.

For Further Study

A-B-C’s of Parliamentary Procedure. South Deerfield, Mass.: Channing L. Bete Co., 1998.
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Survival Tips on Robert’s Rules of Order. Website. www.roberts-rules.com/
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