

MINUTES

PURPOSE: Minutes are necessary for keeping a permanent official record. An organization speaks through its records. Accurate minutes avoid future misunderstandings.

MINUTE WRITING:

1. Minutes may be formal or informal. Small meeting minutes usually are streamlined and large meeting minutes are in narrative form.
2. Minute content includes:
 - a. name of organization and unit involved.
 - b. names and positions.
 - c. date and place of meeting.
 - d. time of convening and adjournment of meeting.
 - e. attendance record: present, absent, and regrets.
 - f. all actions clearly stated.
 - g. discussions.
 - h. who and how actions are to be implemented.
 - i. headings of each new subject.
 - j. all reports given and by whom.
3. Motions clearly state who made the motion, subject of motion and do not need who seconded the motion on record.
4. Motions are carried or lost. Motions are not in the negative.
5. Resolution is adopted.
6. Recommendation is approved.
7. Report is received and accepted.
8. Minutes are approved.
9. Discussion are not verbatim unless requested by an individual. Enough information is given in the minutes so everyone absent or present at the meeting understands why actions were taken.
10. Use third person (it) in the minutes.
11. Avoid editorial comments and personal opinions or bias.
12. Previous meeting business is Unfinished Business not Old Business.

