



## Tips for Recording the Minutes

- Use a bound book for permanent storage. NEVER USE A LOOSE LEAF BINDER as pages can be lost.
- Write minutes directly into the bound book or paste typewritten or computer-generated minutes into the book.
- Number pages in consecutive order.
- Keep minutes from all meetings of the executive board, executive committee, and association in the same Secretary's Minute Book.
- Record minutes that are brief, yet contain all important information needed to check past proceedings.
- Record what is done, not what is said.
- Do not reflect the secretary's personal opinion about anything that is said or done.
- Record the business in the order it happened.
- Record minutes in paragraph form or by department/subject headings.
- Write minutes immediately following the meeting.
- Leave a wide margin in the book to allow space for corrections.
- Send an advance copy of the minutes to the president as soon as they are completed.
- Use motion forms to ensure accurate wording of all motions. Motion forms may be numbered to keep track of actions. While taking notes, simply write motion # 5, carried or failed. Amendments can be lettered, e.g. # 5a. Refer to the motion form for specific wording when completing the minutes.
- Record all motions except those withdrawn, all points of order, and appeals.
- Record the name of the member who introduced the motion and the results of the vote (carried or lost).
- Do not record the name of a person who offered the second.
- Record a ballot vote as follows: number of eligible votes, number of affirmative votes (ayes), and number of negative votes (nos). For an election, include the name of the nominees and the number of votes each nominee received. A motion to destroy the ballots is in order.

