

## NYS WOMEN, INC. - MANUAL OF INSTRUCTIONS - TOOL KIT

### OFFICER: Recording Secretary

The following is a summary of what you usually need to include in preparing minutes of a meeting. These are extracted from Robert's Rules of Order, Newly Revised, 11<sup>th</sup> Edition. (If you don't have a copy, you, the State (Region or Local Chapter) organization should purchase one). While this is designed for the statewide secretary's position, the principles are also applicable to the duties of the Region/Local Chapter secretary.

In the first paragraph, note:

- Kind of meeting: regular, special, annual, adjourned regular, or adjourned special;
- Name of assembly or group;
- Date and time of the meeting, and the place, if it is not always the same;
- That the regular chairperson and secretary were present, or, in their absence, names of persons who substituted;
- Whether the minutes of the previous meeting were read and approved - as read, or as corrected - and the date of that meeting if it was other than a regular business meeting. Any correction approved by the assembly is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved "as corrected," without specifying what the correction was.

The body of the minutes should contain a separate paragraph for each subject matter and should show:

- All main motions or motions to bring a main question again before the assembly - (a) state the wording in which each motion was adopted or disposed of; and (b) the disposition of the motion, e.g., adopted, lost, etc.
- Secondary motions that were not lost or withdrawn, in cases where completeness or clarity is needed.
- All notices of motions

- All points of order and appeals, whether sustained or lost, with the reasons given by the chair for her ruling.

In the last paragraph, note:

- The hour of adjournment.

Additionally:

- The name of the maker of a main motion should be entered in the minutes, but the name of the seconder should not be entered unless ordered by the assembly.
- The name and subject of a guest speaker can be given, but no effort should be made to summarize her/his remarks.
- The use of a recording device can be of great benefit in preparing the minutes, but a transcription should never be used as the minutes themselves.
- The secretary should sign the minutes and if the assembly wishes, also the president. The words *Respectfully submitted* although occasionally used - represent an older practice that is not essential in signing the minutes.