MINUTES ARE FOR: Club Meetings, Any Purchase, Travel, Fundraisers.

Minutes – MUST BE TYPED and Have MINUTE COVERSHEET ATTACHED

The Minutes - The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. The essentials of the record are as follows:

(a) The kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special";
(b) Name of the assembly;
(c) Date of meeting and place, when it is not always the same;
(d) The fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes,
(e) Whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings;
(f) All the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn;
(g) and usually the hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.

The Form of the Minutes may be as follows:

At a regular meeting of the M. L. Society, held in their hall, on Thursday evening, March 19, 1914, the president in the chair, and Mr. N acting as secretary, the minutes of the previous meeting were read and approved. The Committee on Applications reported the names of Messrs. C and D as applicants for membership, and on motion of Mr. F they were admitted as members. The committee on .......... reported through Mr. G a series of resolutions, which were thoroughly discussed and amended, and finally adopted, as follows: Resolved, That....On motion of Mr. L the society adjourned at 10 P.M.R..N....

Secretary.

Where the regular meetings are held weekly, monthly, or quarterly, the minutes are read at the

1. In many organizations it is preferable for the secretary to keep his original pencil notes in a pocket memorandum book which he carries to every meeting, and these original notes, as corrected, are approved and then copied into the permanent records (Typed). This plan usually results in neater records, but the original notes (pen/pencil) should be kept until they are carefully compared with the permanent records (typed). In such case it is better to have the minutes signed by both president and secretary as a guarantee against errors in copying.