

## **GUIDELINE TO MINUTES**

### **YOUR MINUTES SHOULD INCLUDE**

1. Name of organization
2. Date and place of meeting
3. Names of persons present and indicate which are officers of the organization
4. Time the meeting was called to order
5. Approval of minutes of previous meeting
6. Treasurers report
7. Adopting of agenda
8. Record of all decisions -- e.g. Approval of reports
9. Time of adjournment
10. Signature line for the necessary officers

### **YOUR MINUTES MAY**

1. Contain a preamble/summary of discussion prior to a motion (decision) being made.
2. Contain other information deemed necessary to provide readers an understanding of the decisions/positions taken by the organization.

### **YOUR MINUTES SHOULD NOT**

1. Be a record of opinions
2. Be destroyed. Minutes should be retained permanently.
3. Be prepared in pencil

### **YOUR MINUTES SHOULD**

1. Be filed in date order with attached documents (i.e. Approved reports, agenda, etc.)

2. Include a time record of those persons absent for a portion of the meeting. e.g. Leaving the meeting prior to the adjournment.
3. Be signed by the officers after being approved at the next meeting.
4. Be kept in a safe and secure place (Note: One copy should be forwarded to your school office)