



Roberts Rules of Order: The Minutes

The record of the proceedings of a meeting is usually called the Minutes.

What to put in the minutes:

In the meetings, there is no reason to report the debates; the duty of the secretary is mainly to record what is "done" by the assembly, and not what is said by the members. The minutes should show:

- Kind of meeting, "regular", "special," or "adjourned regular" or "adjourned special"
- Name of the organization or assembly
- Date/time of meeting and place, when it is not always the same
- Who is the officer presiding over the meeting
- Names of those attending the meeting
- Whether the minutes of the previous meeting were approved, or approved as corrected
- All main motions (except those that are withdrawn), stating the wording as adopted or disposed of, and the outcome of the motion
- Secondary motions not lost or withdrawn where needed for clarity of the minutes
- Points of order and appeals, and reasons the chair gives for the ruling
- Time of adjournment

Corrections to the Minutes:

The minutes are read at the opening of each meeting, and, after correction should be approved. The minutes that have not been read previously should be read and approved before final adjournment at the next soonest meeting. If this is not practical, then the executive committee or a special committee should be authorized to correct and approve them. Corrections to the minutes are made by the assembly, and the corrections are made in the written text of the actual minutes being approved. At the current meeting, the minutes merely state that the prior minutes were approved "as corrected", without actually stating the details of those corrections.

Motions in the Minutes:

Generally the name mover is recorded, but not of the seconder. When a motion is not unanimously approved, a count should be ordered. Where the vote is by ballot, the number of votes on each side should be entered. When the voting is by roll call, a list of the names of those voting on each side should be entered to reflect that a quorum was present.

If a special meeting is being held, the last meeting's minutes do not need to be approved at that time. Those minutes and the minutes of the special meeting should be approved at the next regular meeting.

Making the Minutes Official:

The secretary should sign the minutes. When the minutes are approved, the word "Approved" should be written on the minutes with the secretary's initials and the date.