



WRITING MINUTES OF ORGANIZATIONAL MEETING

Matthew T. Portillo, Ph.D.
Butte County 4-H YDP Advisor
University of California, Cooperative Extension

Purpose of Minutes

- Provides a written record of the organizational meeting
- Documents what is “done” and not what is “said”

Responsibility

- Duty of the secretary or another assigned individual

Minutes Include

- Name of the organization
- Kind of meeting (i.e., regular or special, committee type)
- Date, place, time duration (i.e., Called to Order & Adjourned)
- Identifies chair and secretary or in their absence the names of their substitutes
- Presence of members/clubs who attended (i.e., to determine if a quorum is present)
- Names of members reporting (i.e., officers, committee chairs) & reports are attached
- Names of those elected or appointed
- Record of business transacted
 - Motions
 - Maker of the motion recorded
 - Motion recorded
 - Motion seconded
 - Discussion followed
 - Record of vote (i.e., number in favor/against) and by whom (i.e., individual/group)
 - Outcome of motion (i.e., passed/failed)
 - Decisions by the chair

Minutes Do Not Include

- Discussion or personal opinion
- Identify who seconded a motion (may be identified if required by assembly)
- Secondary motions or withdrawn (may be included for clarity if required)
- Entire reports (reports are attached)

Minutes Require

- Accuracy
- Conciseness
- Previous minutes are approved as read or approved as corrected
- Signature of recorder
- Date Approved or As Corrected
- Corrections made in red denoting page and line (do not change the original)

Secretary Notes

- Different from minutes
- Unedited and not condensed
- Includes secondary motions and their disposition

Examples by Zimmerman (1997, p. 33-34)

First Paragraph

(Name of the Organization)

Minutes

A (regular) meeting of the (name of the organization) was held on (date) at (place). The president and secretary were present. [Or “The vice president, (name), presided in the absence of the president.”] A quorum being present, the meeting was called to order at (time). The minutes of the previous meeting were approved as read [or “as corrected”].

Reports & Body

The treasurer’s report showed a balance on hand of \$ _____. The report was filed for audit. _____, chairman of the _____ committee reported. The report is filed with the minutes of this meeting. At the conclusion of the report, the chairman moved the adoption of the following resolution:

Whereas, The _____: be it

RESOLVED, That _____.

The resolution was adopted.

Under Unfinished Business, the motion postponed to this meeting “That _____” was lost [or “defeated”].

Under New Business, a motion by _____ was amended and adopted as follows:

“ _____”

The program was given by _____ who spoke on the subject of _____.

Final Paragraph

The meeting was adjourned at (time).

Respectfully Submitted,

(Signature of secretary)

(Print Name)

Approved: (date)

[or]

Corrected: (date)

References:

Parliamentary Procedure Online! (2010). *The minutes*. Retrieved September 9, 2010

<http://www.parlipro.org/minutes.htm>

Zimmerman, D. P. (1997). *Robert's rules*. Harper Perennial. ISBN 0-06-273476-8