

MINUTES - FORM

Minutes should be (have)

- ❖ Readable: Accurate, Brief, Clear (ABC),
- ❖ Typed or written in permanent ink, on one side of paper only,
- ❖ Legal record of business transacted, never destroyed, kept in bound book,
- ❖ Wide margins for annotations and corrections,
- ❖ Signed by secretary, title (no respectfully submitted),
- ❖ Approval and corrections normally done by unanimous consent,
- ❖ The approval & corrections, if any, are the first line of the minutes,
- ❖ Can be corrected after approval regardless of the amount of time which has elapsed. After approval, requires a 2/3 vote to amend,
- ❖ When approved, the secretary writes “Approved” under the signature, initials, and dates.
- ❖ Written in third person,
- ❖ No adjectives or subjective comments by secretary,
- ❖ Full report of ballot votes,
- ❖ Discussion not included, unless assembly requests or minutes will be published,
- ❖ Nice to make 3 copies one for each, president, secretary, treasurer.