

### **Typical Minutes: (from the GFWC-CFWC 2010-12 Procedure Book)**

- Minutes should be brief, omitting descriptions (no personal comments, complimentary or otherwise), recording what was done, not what was said, and reported in the order in which the business was presented at the meeting.
- The form for standard minutes is divided into four parts:
  - The first paragraph includes the kind of meeting (regular or special; name of the organization; date, time and place; presence of President and Secretary or their substitutes; whether minutes of previous meeting were approved as read or corrected.
  - The body should have a separate paragraph for each subject matter.
  - The last paragraph has the time of adjournment.
  - The signature should be that of the Secretary; do not use "Respectfully submitted":
- When writing motions into the minutes, specify:
  - The name of the maker of motions, but not the seconder.
  - The final wording of all main motions (with any amendments incorporated) and any motion to reconsider; also whether each was adopted, lost or temporarily disposed of. Generally, motions withdrawn are not recorded.
- All points of order and appeals, noting whether sustained or lost, giving the chair's reasons for the ruling should be included.
- Note amendments or revisions to the bylaws accurately with dates of the adoption noted.
- Should a ballot vote be necessary, record the number of votes on each side.
- The name and subject of a guest speaker may be included, by not a summary of remarks.
- When approved, record date of approval with the Secretary's initials written below the minutes.
- Minutes should be typed. Wide margins are helpful if you must make a correction.