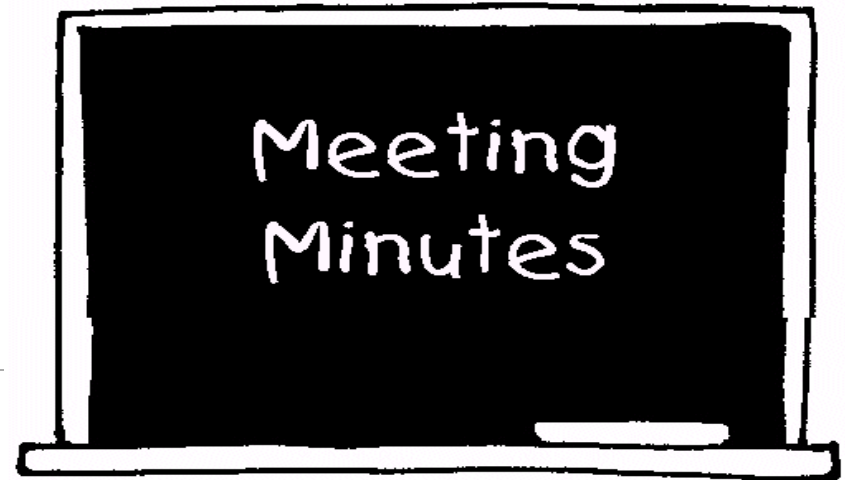


Minutes

**THEIR PURPOSE
AND
THEIR CONTENT**



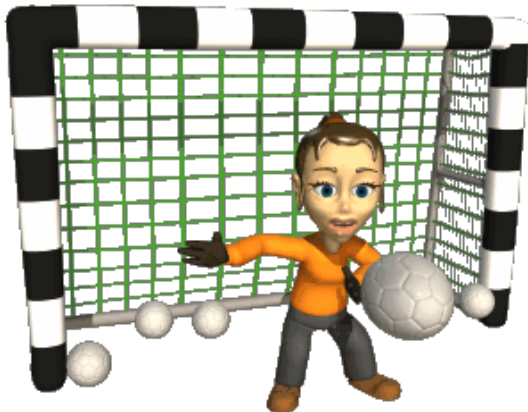
What are Minutes?



- 🍌 Official record of the proceedings of a deliberative assembly
- 🍌 Legal public record of a meeting
- 🍌 Should reflect what was done in the meeting, not what was said by the member
- 🍌 Should never reflect the recorder's opinion, favorable or otherwise, on anything said or done

What is the Goal for the Minutes?

- 🍌 Refresh the memory of the members who were present at the meeting
- 🍌 Inform those who were absent from the meeting
- 🍌 Make possible a compiled history of the organization's acts and accomplishments



**As described in Demeter's Manual on Parliamentary Law and Procedure*

Who Writes the Minutes?

- 🍌 It is a position that should be designated in the organization's bylaws
 - 🍌 This person may have several different titles
 - 🍌 Usually it is the secretary or recording secretary
 - 🍌 But it could be the clerk, scribe or recorder

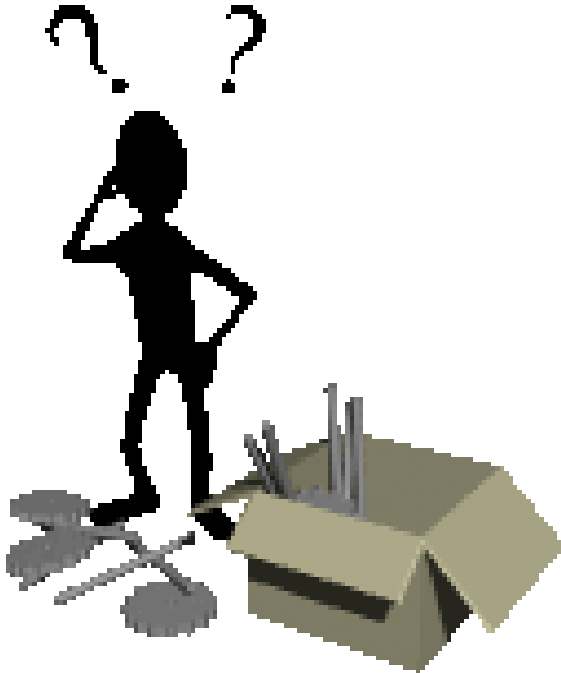


What Should be Prepared Before the Meeting?



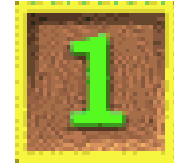
- 🍌 Agenda
- 🍌 Previous meeting's minutes
- 🍌 Back-up material for agenda items
- 🍌 Roster/roll call list
- 🍌 Motion forms or blank paper

How The Minutes Are Organized



- 👉 First paragraph
- 👉 Body
- 👉 Last paragraph

First Paragraph



- 🍌 Kind of meeting: regular, special, adjourned regular, or adjourned special
- 🍌 The name of the assembly
- 🍌 The date, time, and place of the meeting
- 🍌 If the regular chairman and/or secretary were not present, who substituted for them
- 🍌 Whether the minutes of the previous meeting were approved

Body of the Minutes

Contains all main motions or motions to bring a main question again before the assembly, except those that were withdrawn

- 👉 The wording in which each motion was adopted or disposed of, including (parenthetically):
 - 👉 If the motion was debated, *and/or*
 - 👉 If the motion was amended
- 👉 If the motion was temporarily disposed of, any primary and secondary amendments would still be pending



What Else is in the Body of the Minutes

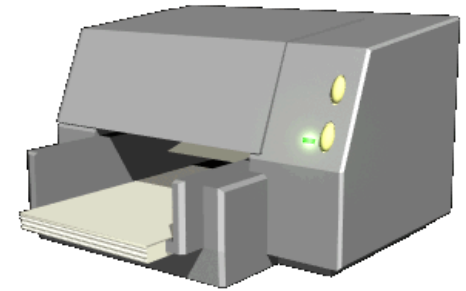
- 🍌 All secondary motions that were not lost or withdrawn
 - 🍌 All notices of motions
 - 🍌 All points of order and appeals
 - Whether sustained or lost
 - Reasons given by the Chair for his or her ruling
- Do not include what did not occur.*



Sample Verbiage for Motions

👉 Main motion

- Member Anderson's motion to...



👉 Amended motion (voice vote)

- After amendment, Member Anderson's motion to....

👉 Debated and amended motion (voice vote)

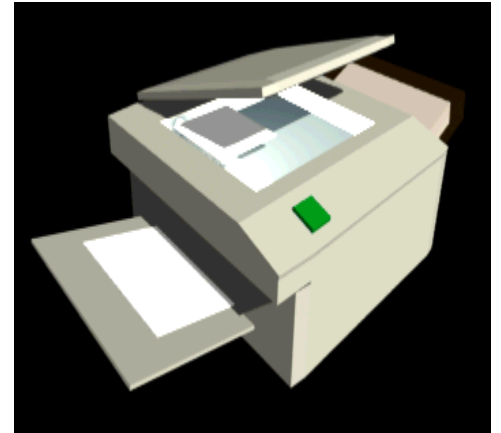
- After debate and amendment, Member Anderson's motion to.....

Sample Verbiage 2

- 🍌 Referred motion
 - Member Smith's motion... was referred to the finance committee with instructions to report back at next month's meeting.
- 🍌 Postponed motion and amendment
 - Member Smith's motion to... with an amendment pending to... was postponed to the next meeting.
- 🍌 Previous Question/Close debate
 - After the previous question was ordered, the motion was ... (adopted, approved, carried, or lost, defeated).



Sample Verbiage 3



🍌 Motion laid on the table

- Member Jones' motion to ... was laid on the table.

🍌 Recess during meeting

- Without objection, the meeting was recessed for five minutes.
- Member Jones' motion to recess was adopted. The meeting recessed for five minutes.

🍌 Motion to end meeting

- Member Jones' motion to adjourn was adopted. The meeting adjourned at 11:00 pm.

Sample Verbiage 4



🍌 Point of Order raised

- Member Smith raised a point of order that...
 - The chair ruled the point of order well taken because...
or
 - The chair ruled the point of order not well taken because...

🍌 Appeal of a point of order

- Member Jones appealed the ruling of the chair
 - The ruling of the chair was sustained *or*
 - The ruling of the chair was not sustained

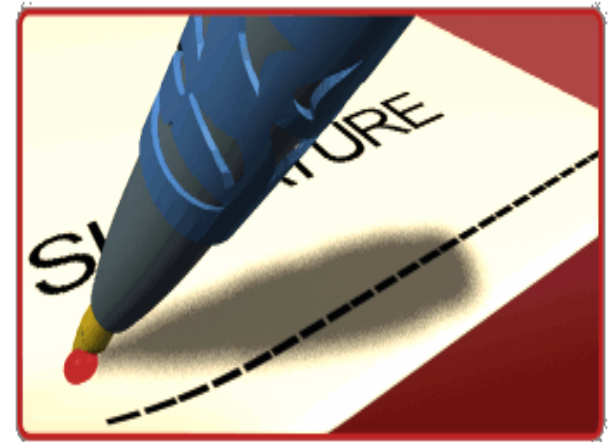
Recording Votes



- **If by voice, the fact that the motion was adopted, approved, lost, or defeated**
- **If by roll call, the names of those voting on each side, as well as sufficient names of those abstaining to indicate a quorum was present**
- **If by ballot, the complete tellers' report**

Last Paragraph of the Minutes

- The hour of adjournment
- Signed by the person writing the minutes
- *Respectfully submitted* no longer used
- After final approval, the word “Approved” with the secretary’s initials and the date



When Minutes are Approved

RESEARCH ETHICS REVIEW APPLICATION
TO THE WALDEN UNIVERSITY INSTITUTIONAL REVIEW BOARD
REQUESTING APPROVAL TO CONDUCT RESEARCH
VERSION 2018A

All shaded areas of this IRB application need to be completed by the researcher. Text in the unshaded areas may not be modified.

Enter researcher's electronic signature (email address) here after reading the statement on the right: _____

By entering an email address in the box to the right of this application is providing a digital signature certifying that the researcher will read all of the information throughout this application; B. understands the nature of participant recruitment and selection; including pilot testing; and fully explain IRB approval process from IRB@walden.edu; understands that non-compliance with IRB instructions and policies result in consequences including but not limited to withdrawal of approval of IRB approval; and that the researcher understands the purpose of IRB approval and the consequences of non-compliance with IRB instructions and policies.

IMPORTANT NOTE FOR RESEARCHERS

It is the researcher's responsibility to ensure that all research materials are submitted to IRB@walden.edu for IRB review and approval. IRB approval is required prior to any research activity. IRB approval is not a guarantee of funding or degree requirements.

WHAT IS IRB APPROVAL?

The Institutional Review Board (IRB) consists of staff and faculty members from each of Walden's major research areas and is responsible for ensuring that all research projects comply with the university's ethical standards as well as U.S. federal regulations. IRB approval indicates the institution's official assessment that the potential risks of the study are outweighed by the potential benefits.

IRB approval lasts for 1 year and may be renewed. Outside of the explicit dates and terms of IRB approval, researchers are not entitled to any protections, recognition, funding, or other support provided by Walden University or its affiliates. The IRB review process can be found at Walden's IRB Web site or by sending a specific request to IRB@walden.edu.

- 🍌 For a regular meeting: at the next regular meeting
- 🍌 For an adjourned meeting: at the next regular or adjourned meeting-- whichever is first
- 🍌 For a special meeting: at the next regular meeting

Approving Minutes

- Proposed minutes are only a draft and do not become *the* minutes until approved
- Minutes may be approved by
 - Unanimous consent
 - Adopted motion
- To “dispense with reading of the minutes” only postpones the time for their consideration
- Corrections may be made any time an error or material omission is found.

