

EDUCATE ~ ENGAGE ~ EMPOWER

GUIDELINES FOR TAKING MINUTES

TIPS

Use the agenda and script for a guide.

Prepare the minutes promptly, while details are fresh.

Mark the copies of Minutes as a “Draft” until approved.

Prepare a copy, in advance, for the President to review.

Be willing to speak up and ask for information to be repeated for clarification.

Separate each action by paragraph in the “Business of the Meeting” segment.



GFWC
est. 1890
**GENERAL FEDERATION
OF WOMEN'S CLUBS**
MASSACHUSETTS

Created by J. Nowak ~ 2024

OPENING SEGMENT

Record the essential details: name of organization, kind of meeting, date, time, place.

Full name of presiding officer with title. Executive Committee members in attendance.

Minutes from previous meeting were “read and approved” or “approved as corrected”. Corrected minutes need to be updated.

Declare if a quorum is present (include numbers).

BUSINESS OF THE MEETING

Identify by listing Correspondence and actions taken.

Finance Reports ~ include in the minutes: previous balance, income, disbursements, and current balance. The detailed financial reports are kept on file.

Record the name and position of officers and committee members giving reports.

Minutes do not include the content of reports given by officers or committee members. These reports are collected and kept on file.

Record the full name of who made the motion; note that the motion was seconded (no name needed).

Record motions in the exact wording as stated by the chair and the precise wording of the motion as adopted. When possible, the motion should be submitted in writing.

Record the decision of the vote. Any counted votes need to be recorded both for and against.

Record full names of members appointed to committees and of nominees for office.

Record what was done, not what was said. Don't record debate and opinions or use descriptive phrases in the minutes.

CLOSING SEGMENT

The last paragraph announces the time the meeting was adjourned.

The full name and title of the person responsible for writing the minutes is listed with a signature.

There is no need to include “Respectfully submitted”.

Upon approval of the Minutes, initial and date the document.