



AAUW-NYS

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Name of Organization

Type of meeting (BOD, business, annual)

Date

Place – if it is not always the same

Most small assemblies do not include but *Robert's Rules of Order* requires:

presiding officer

presiding secretary

establishment of a quorum

List of: Full names and positions - attending, excused, absent

**Approval of minutes** of the last meeting

“If there is no objection the minutes will be accepted as printed or as amended.” This way no vote needs to be taken. If there are corrections secretary makes them on official copy and initials that item.

### **Correspondence**

Often included here because it might contain items that need to be added to the agenda. Example: if it is a request for financial support. Someone must move to have the request added to the agenda – if not, the request is not even considered. That motion needs a second and an affirmative vote. Usually these items are added under New Business.

**Acceptance of, and Additions to the agenda** - Most small groups do not do this

Items that should have been included or happened since the agenda was published. Someone who needs action on an issue.

“Are there any additions to the agenda? Hearing none, the agenda stands as printed” or “Please add the topic of \_\_\_ in the agenda under the heading \_\_\_.” It will stand as amended.

### **Approval of the Consent Agenda**

If committees submit written reports ahead of time and are distributed to meeting members you can use a consent agenda.

**A consent agenda means that reports are accepted and the committee chair is not required to make an oral report at the meeting.**

Items should be listed on the agenda ie; which reports were submitted for approval and the presiding officer says (or a member of the body) - “I move approval of the consent agenda” a second is needed and a vote is taken. Some groups have the same two people do this at every meeting and it goes very quickly. Only items distributed in advance or stated in their entirety on the agenda should be included in the consent agenda portion.

For instance: A simple factual approval - “Approval of Key Bank as our official bank.”

### **Treasurer's Report**

If there is a written report, distributed ahead of time, that report can be part of the consent agenda.

If an oral report is given the same approval process as for other reports. Attach the report or include the numbers in the minutes.

If an item is included in the budget it does not need a vote to be spent. Expenditures outside the budget need a motion, second and vote. If an item is included in the budget but the amount requested is more than budgeted a motion is needed to approve the excess funds only.

### **Executive Committee Report or President's Report**

All actions taken by the Executive Committee between meetings should be reported and included in the minutes. No approval is needed because they are authorized to take action.

This could be part of the consent agenda if distributed ahead of time.

Actions the president has taken on behalf of the organization.

### **Committee Reports**

If committees submit written reports ahead of time and are distributed to meeting members you can use a consent agenda.

If committee chairs need action on an item – they request to be put on the agenda. So – the written report is part of the consent agenda and the oral part is discussion or motions needing action.

### **Names in the minutes.**

First names should not be used. I know it sounds “crude” but motions should read - “Smith moved that” not “Katie moved that”.

Motions from a committee do not require a second; if the motion is simply that of a chair (who probably has no committee) it needs a second.

Only the maker's name is recorded, not the second. Then text of the motion followed by passed, unanimous, failed. Abstentions should not be asked for and do not affect the vote.

### **Old Business**

President or Secretary - go over the minutes of the last meeting and note items to put on the agenda.

If only a discussion is held resulting in no motions, the record simply says “a discussion was held on the topic of \_\_\_\_\_.”

### **New Business**

Same as above

Sometimes an item on the agenda

### **Announcements**

Record only those that pertain to this group – not announcement of events etc. of other groups.

### **Meeting Adjournment**

“If there is no objection, the meeting stands adjourned.” No vote needs to be taken.

### **Record time of adjournment.**

Use of “respectfully submitted is no longer appropriate)

Your Name

Position

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## Secretarial Guidelines

### Helpful Hints about being a Secretary:

#### The Agenda

Personally I take notes on the agenda. If it is electronic I add a bunch of spaces between items and take notes on the computer or print the form that I modified with the spaces.

I do the actual minutes as soon as I can after the meeting so I do not forget what my notes mean.

#### Names in the minutes.

First names should not be used. I know it sounds “crude” but motions should read - “ Smith moved that” Not “Katie moved that”.

The minutes should not contain the names of seconders of motions, the secretary’s opinions on matters, any withdrawn motions, or a summary of the remarks of a guest speaker.

#### Contents

The general guideline for determining the content of minutes is that they should **record what is done** by the assembly, actions taken/to be taken, not what is said by the members.

If committees are formed – list names of those volunteering or appointed.

Anyone assigned or volunteering for a task should be recorded.

Any major decisions of legal consequence should result in a roll call vote with member names and how they voted and whether the vote passed or failed. Any time the vote is tied, it has automatically failed.

The president has a right like any other member to vote on every issue and their vote is not withheld to break a tie.

#### Tabling

If a discussion is held and going nowhere, I sometimes preemptively say – “we could have to a motion to table the issue.” Or you can make the motion yourself. Sometimes to end this type of discussion the president will say - “I would entertain a motion to table this item to (month) (or date) or (time).” Then a motion is needed, second and vote.

#### Discussions

If a discussion was held needing further investigation, but no vote was held to table the issue, you could write “a discussion of \_\_\_ was held but will be brought up again after more information is available.”

If a member was assigned to do that investigation include their name and the specifics they are charged with discovering (if discussed).

#### Voting

Unless your bylaws state otherwise or you have signed a “Conflict of Interest” statement to the contrary, the chair or president has a right to vote on all issues and should not be used to break a tie.

Rules say that if there is a tie vote, the affirmative wins. Abstentions should not be asked for or recorded.

### **Secretarial Procedures (from National)**

1. If possible, take the minutes during any scheduled Board or Convention Business meeting on a laptop computer.
2. Feel free to interrupt business for clarification or remind that action is incomplete.
3. All dates, times, deadlines, amounts of money and persons responsible, are crucial pieces of information to be noted.
4. It is NOT necessary to note the names of motion makers/seconders. You may simply use M/S/P or F (moved/seconded/passed/failed).
5. Limit the amount of information you give about discussions. Include only items crucial to the decision. Sometimes "A discussion was held on", a motion "that..." is appropriate.
6. A written set of minutes should be provided to the President within two weeks of the meeting for her approval.
7. After revision or approval, a copy of the minutes should be provided to the Directors by email within one month or mailed to Directors without email.