

SUGGESTED OUTLINE FOR MINUTES

In the first paragraph of the minutes, the following information should be given:

- Kind of meeting – regular business, board, executive committee, special, annual, etc.
- Name of association
- Date, place and time of meeting
- The names of the President or Secretary present, or in their absence, the names of persons who are their alternates
- Quorum established
- Statement concerning the minutes of the previous meeting – whether they were read and approved as submitted or read and approved as corrected. Corrections must be included in minutes.

In the remainder of the minutes, a separate paragraph should be entered for each subject covered, including:

- Report of the Treasurer. This should contain the balance on hand, receipts and disbursements. Entire report should be written by the Treasurer and attached to the minutes.
- Reading of communications
- Reports of officers, executive board, standing committees and special committees
- All motions (except those withdrawn) and disposition of those motions; point of order and appeals, whether sustained or lost; and the name of each member who introduced a motion, but not the name of the seconder
- Program topic, method of presentation, names of participants and important points covered
- Hour of adjournment
- Signature of Secretary