

Secretary's DO and DO NOT Checklist

DO...

- prepare minutes promptly after a meeting
- use the meeting agenda as a guide
- record kind of meeting, date, time, and place
- record presence of president (or chairman pro tem) and secretary (or secretary pro tem)
- record disposition of previous meeting minutes, including date of meeting
- if corrections, make corrections on the original minutes before signing as approved
- record full name and title of officers and committee chairmen who present reports
- write date received on written reports and file
- enter exact words of motions as stated by the president
- include name of maker of motion, if directed by the assembly
- record if assembly goes into executive session
- record results of all counted votes
- record results of ballot votes
- record full names of members appointed to committees and nominees for office
- use a separate paragraph for each item of business
- record notices of business for the next meeting
- record all points of order and appeals, including the ruling by the chair and the reason
- mark "DRAFT" on copies sent to membership prior to final approval
- mark "DRAFT" on copies sent to Special Committee to Approve the Minutes
- sign and date the minutes
- send advance copy to the president for review

- remember minutes are the official record of proceedings
- have a copy of all governing documents on hand

DO NOT...

- forget to check past minutes for agenda items
- forget to check with president when preparing meeting agenda
- include name of seconds, unless directed by the assembly
- record reports in detail; summarize main points if needed for clarification
- record debate, unless the assembly orders it
- record individual votes taken in a roll call
- record main motions withdrawn before being stated by the president
- record motions not stated by the president
- record amendments to motions
- record personal opinions or descriptive phrases
- record words of praise or criticism unless adopted in a motion
- record correspondence unless there is action taken
- record how each member voted
- forget to sign full name and title after approval of minutes
- include the words "Respectfully submitted"
- forget to initial with date of minutes when approved
- include remarks of guest speaker; only name and topic
- reflect opinions of the secretary