



## **POLICY on MEETING MINUTES**

The purpose of meeting minutes is to record actions taken at meetings. Minutes serve as the official record, the legal record, and (often) the public record of what was decided at meetings.

The Local 1021 bylaws provide that the secretary shall “keep, or cause to be kept, a correct and impartial account of the proceedings of each membership and executive board meeting.”

This policy provides guidelines for the taking of minutes by the local’s secretary, but also for those taking minutes at chapter, committee, industry, area, etc. meetings. The duty of the secretary is to record what is done at a meeting, not what is said by the members.

Robert’s Rules of Order recommends that minutes should include the following:

- type of meeting (regular, special, etc.)
- name of the group
- date, place, and start and end time of the meeting
- names of the presiding officer and secretary
- members in attendance
- establishment of a quorum
- action taken on the minutes of the previous meeting
- exact wording of motions, the maker of the motion, outcome of the motion (passed, failed)
- vote counts if the votes were counted (v. voice or hand vote)
- names of members and their votes if a roll call vote is conducted
- notices given/announced
- points of order and appeals
- reports—name of the committee, industry, officer, etc. and the reporting member

Committee, industry, officer, and other submitted reports should be attached to the official (filed) copy of the minutes. Written motions should also be attached.

Robert’s Rules of Order recommends that the following not be included in minutes:

- opinions or interpretations of the recording secretary
- judgmental phrases like “heated debate” or “valuable comment”
- discussions
- motions that are withdrawn
- flowery language
- detailed reports
- transcripts of the meeting (i.e., minutes should not be taken down verbatim)