
PARLIAMENTARY PROCEDURE

Minutes of Meetings

Purpose of Minutes:

Minutes are records of meetings and of actions taken in them. Minutes are not a verbatim transcript of every word spoken. They are a concise documentation of the essential matter discussed at each meeting. Minutes are a means of record keeping or history taking. Remember that an abbreviation that means something to one group may mean nothing in one year to someone reading your minutes. Try not to use abbreviations for special projects or groups as this reduces the value of your minutes for the future.

Information Included in Minutes:

Form of minutes varies from organization to organization. Certain general information should be included in almost all minutes.

1. Name of organization holding meeting.
2. Type of meeting.
3. Place, date, and hour.
4. Presiding officer.
5. Names or number of those present.
6. Approval of minutes from previous meeting.
7. Reports.
8. Unfinished business.
9. Elections, results - including names of those in opposition at their option.
10. New business such as motions made and resolutions adopted. Names of persons making and seconding motion included.
11. Date and time of next meeting.
12. Adjournment.

Any information introduced to those attending should be attached to the original copy and kept on file. (e.g. Bylaws in full, project outlines, letters, etc.)

Tone of Minutes:

As the minutes are a brief and totally factual record of a meeting they should contain no editorial comment by the secretary. Be objective. Make no reference to heated debate, moving address, or lengthy discussion. In other words there should be no adjectives reflecting emotion.
