

Standard Order of Business

- **Minutes**
- **Reports of officers, boards and standing committees**
- **Special committee reports**
- **Special orders**
- **Unfinished business**
- **New business**

MRS SUN



Minutes

- Minutes are approved in chronological order
- No motion is required
- The Chair asks: *Are there any corrections to the minutes?*
- Minutes are adopted as presented, mailed, corrected, etc.
- Corrections can be made any time any year, whenever they are discovered



What are Minutes?

- ☞ Official record of the proceedings of a deliberative assembly
- ☞ Legal public record of a meeting
- ☞ Should reflect what was done in the meeting, not what was said by the members
- ☞ Should never reflect the recorder's opinion, favorable or otherwise, on anything said or done

Purpose of Minutes

Demeter's Manual on Parliamentary Law and Procedure indicates they serve to:

- ✍ Refresh the memory of the members who were present at the meeting,
- ✍ Inform those who were absent from the meeting, and
- ✍ Make possible a compiled history of the organization's acts and accomplishments





First Paragraph

- ✍️ Kind of meeting: regular, special, adjourned regular, or adjourned special
- ✍️ The name of the assembly
- ✍️ The date, time, and place of the meeting
- ✍️ If the regular chairman and/or secretary were not present, who substituted for them
- ✍️ Whether the minutes of the previous meeting were approved

Body of the Minutes

- ✍️ All main motions or motions to bring a main question again before the assembly, except those that were withdrawn
 - ✍️ The wording in which each motion was adopted or disposed of, including (parenthetically):
 - ✍️ If the motion was debated, and/or
 - ✍️ If the motion was amended
 - ✍️ If the motion was temporarily disposed of, any primary and secondary amendments not yet voted on

- ✍️ All secondary motions that were not lost or withdrawn
- ✍️ All notices of motions
- ✍️ All points of order and appeals
 - ✍️ Whether sustained or lost
 - ✍️ Reasons given by the Chair for his or her ruling
- ✍️ Do not include what did not occur
- ✍️ **NEW!!** The name of the seconder of a motion should not be entered into the minutes unless ordered by the assembly. RONR Pg. 453



Last Paragraph of Minutes

- ✍️ The hour of adjournment
- ✍️ Signed by the person writing the minutes
- ✍️ *Respectfully submitted* no longer used
- ✍️ After final approval, the word “Approved” with the secretary’s initials and date should be written below

