**A Guide to Accurate Minutes**

*Why the Role of Secretary is Important:*

1. Transparency for members and the public who may see the notes
2. History – demonstrate consistent decisions
3. Legality – proving validity of your actions should it be subpoenaed
4. Continuity – helps determine the next agenda
5. The secretary works closely with the President.

*Five Keys to Minutes:*

1. Thoroughness
	1. Notices of motions to happen at next meeting
2. Impartiality
	1. Do not document who made a motion
	2. Don’t summarize the mood or feelings
3. Proper Formatting
	1. Use last names
4. Orderly
5. Historically Consistent
	1. Use track changes in WORD before meetings are approved if there are any changes to the DRAFT minutes

*More Notes About Minutes:*

1. You do not have to list the person who seconds the motion
2. Count vote only if bylaws say so, or moved and agreed, or if chair so chooses.
3. Keep attendance record separate from the minutes. All you need to know is, was there a quorum, who chaired the meeting, and who recorded the minutes.
4. Minutes are in draft form until approved.
5. Minutes of the executive board do not have to be shared unless the bylaws say otherwise or unless ordered by the assembly.

