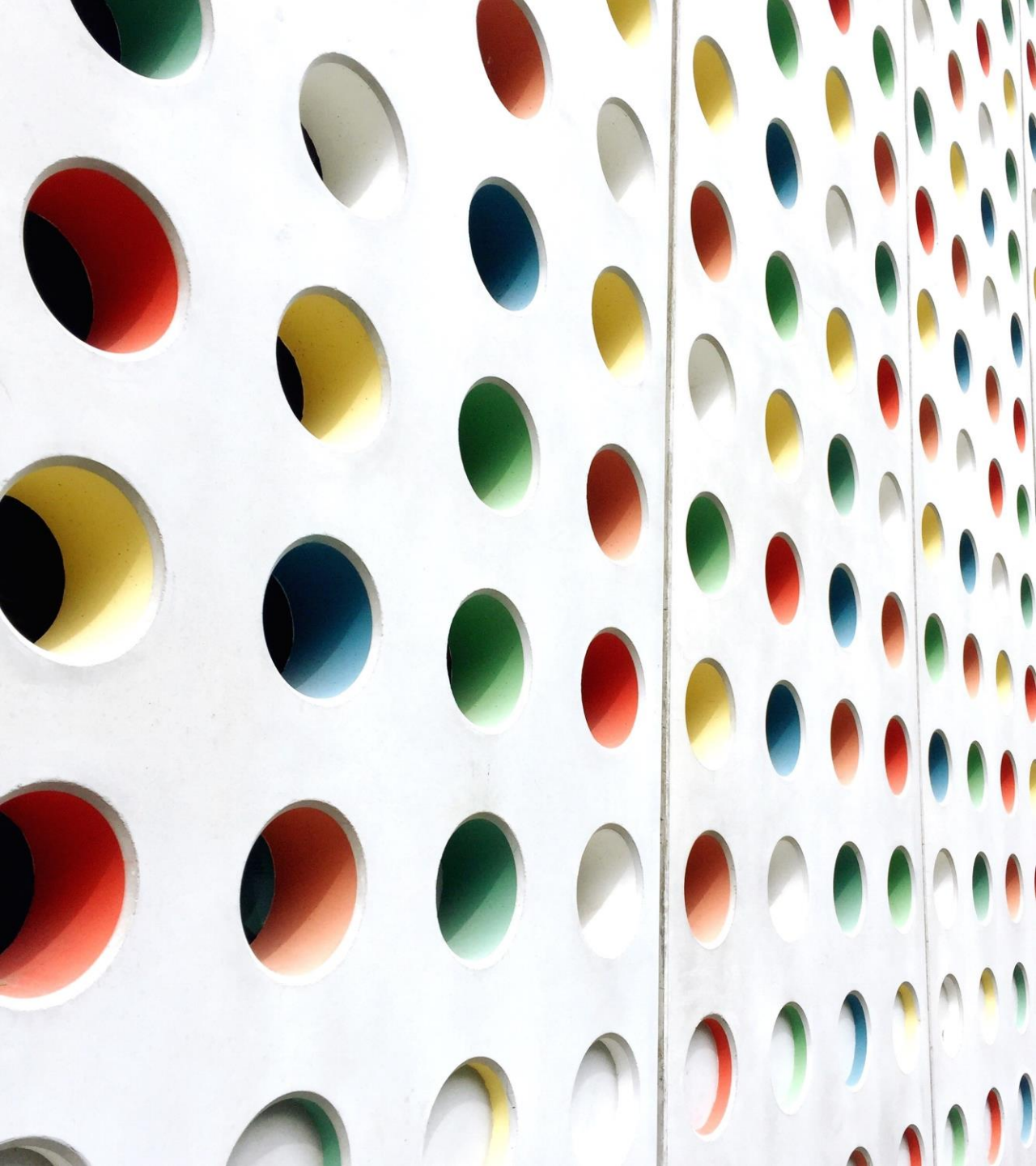




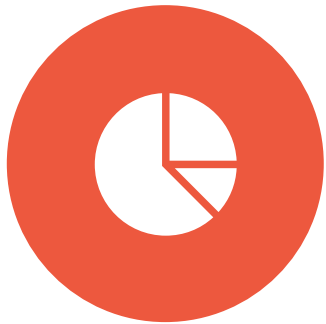
Just the Basics

WRITING EFFECTIVE MINUTES
ACCORDING TO RONR

OREGON ASSOCIATION OF
PARLIAMENTARIANS

MARCH 15, 2025

RONR 48:1-16



CONTENT OF
MINUTES



FORM OF MINUTES



APPROVAL OF THE
MINUTES



Minutes are a record of what is *done* at meetings, not what is *said* by the members

Content of Minutes – First paragraph

- First paragraph
 - Kind of meeting (regular, special, adjourned regular, or adjourned special)
 - Name of the society/assembly
 - Date and time – and place if not the same
 - The fact that the chairman and secretary were present – or names of persons substituting
 - Whether the minutes of the previous meeting were read and approved – as read or as corrected



Content of Minutes - Body

- Body of minutes should have a separate paragraph for each subject matter
- Include all main motions or motions that bring a main question again before the assembly (except those withdrawn)
 - State the wording in which motion was adopted or disposed of (mention of whether debate occurred or amendments made can be included parenthetically)
 - State the disposition of the motion (passed, failed, referred, etc.). Include any amendments adhering when disposed.



Content of Minutes - Body

- Include secondary motions
 - When not lost or withdrawn,
 - When it is necessary to record them for completeness or clarity
 - Only when both of the above criteria are fulfilled
- Include the complete substance of oral committee reports
- Include all notices of motions
- Include all points of order and appeals
 - Whether sustained or lost
 - With reasons given by the chair for ruling
- Declaration of chair for any member part of disciplinary procedures



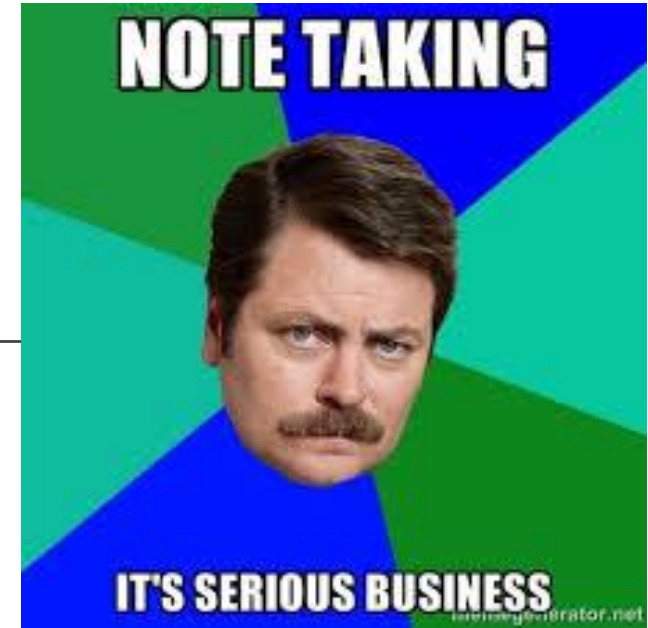
Content of Minutes – Last paragraph

- The hour of the adjournment



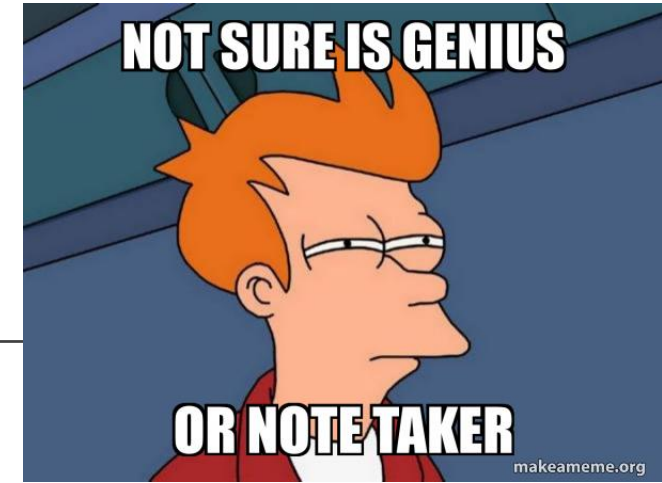
Content of Minutes

- Include the name of the maker of the motion
- Do not include the name of the seconder (unless ordered by the assembly)
- Counted vote
 - Record the number of votes on each side (unless on a motion that would not be entered in the minutes)
 - Ballot: The full tellers' report is entered
 - Roll call:
 - Record the names of all those voting on each side and those answering 'present'
 - Enough names need to be recorded to demonstrate a quorum was present
 - No special mention of chair voting is needed
- Record if the society went in to a committee of the whole or quasi committee of the whole – but not the proceedings while in the committee of the whole



Content of Minutes

- Record *if* a motion is considered informally – but not the discussion.
- Record when a committee report is of great importance – i.e. “to be entered in the minutes.”
 - Copied in full
 - Or attach a copy of it
- Include name and subject of a guest speaker. Do not include summary of remarks.
- Transcription of meeting $\neq$ minutes
- Signature:
 - Always signed by secretary
 - Can be signed by president
 - “Respectfully submitted” can be used but is ‘old school’ and not essential



Form of Minutes

- Watch the provided 10-minute video, take notes, and develop a set of minutes on the meeting
- Implement the action items previously presented. Reference RONR 48:1-8 as needed.
- Be prepared to evaluate someone else's work

Form of Minutes – First paragraph

The regular meeting of the Spruce Ridge FFA Chapter was called to order at 2:00 PM on September 5, 2024, in the agriculture classroom of the Spruce Ridge High School, the President being in the chair and the Secretary being present. The minutes from the August 15, 2024, regular meeting were read and approved as read.

- Notes from the reading of the minutes:

- The fact that the motion at the previous meeting was amended prior to adoption is not material, and should be mentioned only parenthetically. (See 48:4 Body (1)(a): the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically); and
- The closing “Respectfully submitted” is no longer used or encouraged (48:7 and 51:27).

Form of Minutes – Body

Treasurer Joe reported a balance of \$20,965.32 in the chapter's account. He also presented a deposit in the amount of \$2500 designated for National FFA Convention expenses. The financial report was received and filed for audit.

Sam moved to "organize and conduct an agricultural literacy program for elementary students." Sam raised a Point of Order that he should have been recognized instead of Emma as the maker of the motion. The chair ruled the Point of Order was well taken, and President Zachary recognized Sam for debate.

Cara moved to amend the main motion by adding the words "during the week of March 21-27, 2025". Emma moved to Refer to a committee of three, appointed by the chair, to report back at the December 12th meeting. After discussion the motion to Refer was adopted. The chair appointed the committee of Emma, chairperson, and Joe and Sam, members.

Form of Minutes – Body

- Notes on the body:
 - Noting amendments are normally not listed in this way, but since this was eventually referred, I believe this falls under 48:4(7) (the completeness rule) and should be listed.
 - The motion Previous Question does not need to be included. It is a secondary motion not needed for completeness or clarity. See 48:4(2) Also, it was ultimately voted on and lost.

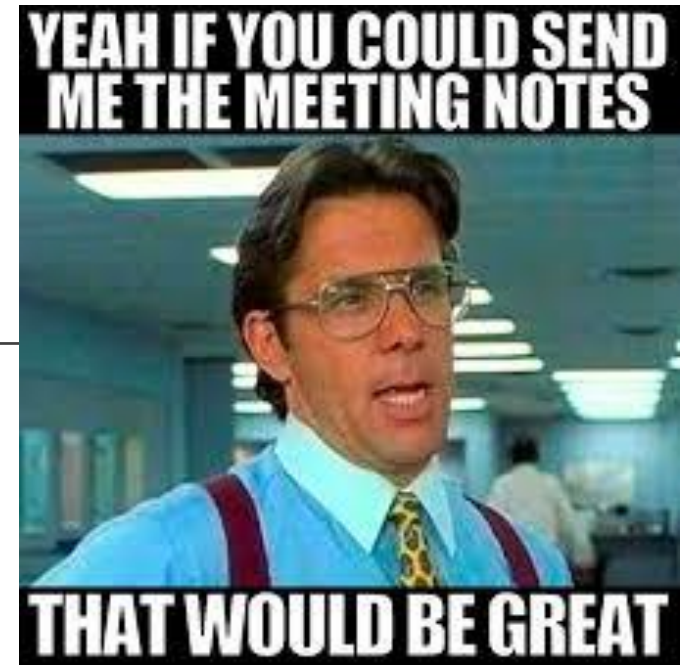
Form of Minutes – Last paragraph & signature

Grace moved to Adjourn the meeting. The meeting adjourned at 2:10 PM.

Grace

Approval of the Minutes

- Normally read and approved at the beginning of the next regular meeting
- Immediately after the call to order and opening ceremonies
- A special meeting does NOT approve minutes of a previous session
- Members can 'dispense with the reading of the minutes' and approve later via 'take from the table'
- When approved – add 'Approved', secretary's initials, and date



Procedure of Approval

- Chair says “The Secretary will read the minutes.”
 - unless copies have been sent to all members previously
- A formal motion to approve is NOT necessary.
- Chair asks “Are there any corrections to the minutes?”
- Corrections handled by unanimous consent. Any objections handled with the motion to *Amend*.
- After corrections, chair says “There being no [further] corrections to the minutes, the minutes are approved as [read or corrected].”
- Secretary’s corrected version is the official version.

