

Minutes and Other Records Activity Scorecard

Chapter

State

Team Number

Scoring Criteria	Possible Points	Points Earned
Completeness and Accuracy - Minutes accurately reflect all business transacted during demonstration. This is a record of what was <i>done</i> at the meeting, not what was <i>said</i> by members. It should not be a transcription from the meeting. No opinions should be included. - Includes all items required in the first paragraph (kind of meeting (regular), name of chapter, date and time of meeting, President and Secretary were present, and minutes of the previous meeting were read and approved.	20	
Format of Minutes - Separate paragraph for all items - All main motions - All secondary motions needed for completeness - All points of order and appeals - Name of person making the motion - Name of seconder NOT included. - Denoting if a rising or counted vote was used for motions requiring a 2/3 vote and recording the count if the vote was counted. - Signature (electronic) for Secretary	20	
Grammar, Style and Legibility Complete sentences, correct spelling, correct punctuation, legible and clear	10	
TOTAL POINTS	50	

Comments:
