

Role of Secretary



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Sponsored by
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1

Your Experience?



SERVING AS THE RECORDER OF MINUTES

- ✍ Have you ever been asked to serve as the secretary of a meeting and found yourself in a panic when it came time to prepare the minutes?
- ✍ Did you spend hours deciding what should go in to the minutes?
- ✍ This workshop will answer many of the questions you may have and assist you in preparing them accurately and concisely.

2

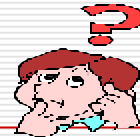
Workshop Goals



- ✍ To understand the duties of the Secretary
 - ✍ To understand the purpose of minutes
 - ✍ To learn what to do during meetings
 - ✍ To understand what should be in the minutes
 - ✍ To practice writing motions, amendments and other secondary motions based on some examples.
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3

Duties of Secretary



1. Record minutes of meetings.
 2. Be custodian of, keep up to date, and have available in meeting the files of minutes, committee reports, resolutions, membership roll, governing documents, paper for ballots, and the seal if the organization is incorporated.
 3. Call the roll when required.
 4. Make records available.
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4

Duties of Secretary



Continued...

5. Notify officers, committee members, and delegates of their election or appointment.
 6. Furnish committees with required documents.
 7. Furnish delegates with credentials.
 8. Sign certified copies of acts of the organization.
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5

Duties of Secretary



Continued...

9. Send out notices of meetings.
 10. Conduct general correspondence that is not otherwise assigned.
 11. Prepare order of business or agenda: make list of unfinished business and matters that are known in advance to be due to come up.
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6

Duties of Secretary



Continued...

12. Call the meeting to order at the designated time in absence of the president and vice-presidents and preside until the election of a chairman pro tem.
 13. Perform other duties that may be assigned by the bylaws.
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7

Purpose of Minutes



- ✍ An official record in the event of a possible lawsuit or judgment.
 - ✍ Information on financial orders, work of members and officers.
 - ✍ A history of the organization's acts and accomplishments.
 - ✍ Helpful information for publication of achievements, historical sketches and other documents.
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8

Purpose of Minutes



Continued...

- ✍ A review of actions taken at the previous meeting to refresh memories of those present at the meeting.
 - ✍ A review of action taken to inform those who were absent from the meeting.
 - ✍ Provide a valuable record of attendance, floor work, and the services of officers, committees, and delegates.
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9

Preparing for the Meeting



The most important step to take before the next meeting is to prepare:

- ✍ A copy of the minutes to be approved at the next meeting should be given to the president for review.
 - ✍ The president and secretary should work together to prepare the agenda for the meeting.
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10

Preparing for the Meeting



Continued....

✍ Organize all materials for the meeting in a loose-leaf binder or file. Materials to be included are:

- 1) Organization's constitution, bylaws, standing rules, special rules of order, and any procedure manuals (as well as copies of any state, national, or international governing documents)
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11

Preparing for the Meeting



Continued....

- 2) Prior meeting minutes
 - 3) Membership roster
 - 4) List of committee chairpersons and members
 - 5) Blank motion forms
 - 6) Blank ballots (in case a ballot vote is ordered)
 - 7) Robert's Rule of Order-current edition
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12

During the Meeting



- ✍ The president should assist the secretary by clearly announcing each item on the agenda.
 - ✍ Speakers should be advised to identify themselves clearly and to make all remarks so they can be easily seen.
 - ✍ All lengthy motions should be submitted to the president in writing, with a copy to the secretary.
 - ✍ All committee reports should be given to the secretary in writing.
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13

During the Meeting



Continued...

- ✍ The secretary should interrupt and ask for written motions when necessary to ensure the correctness of the minutes, but should avoid delaying the progress of the meeting.
 - ✍ Every effort should be made to not embarrass the president or the maker of a motion.
 - ✍ The secretary should be continually aware of the parliamentary situations as they occur.
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14

During the Meeting



Continued...

- ✍ The president may ask the secretary to read the pending motion or to advise who has spoken on a pending motion.
- ✍ The secretary's record should make it easy to answer such questions.
- ✍ A system should be developed that allows the secretary to keep track of the status of motions, debate, the vote and resulting action.

15

Contents of Minutes



The first paragraph of the minutes should contain:

1. The kind of meeting
2. The name of organization
3. The date, time and place of meeting
4. The full name and title of who presided and who took the minutes
5. Whether the minutes of previous meeting were approved as read or corrected
6. Quorum present or not

16

Contents of Minutes



The body of the minutes should contain:

7. All main motions
 - a) The wording in each motion
 - b) The voting result of the motion whether passed or failed
 8. Secondary motions that were not lost or withdrawn
 9. All previous notices of motions
 10. All points of order and appeals, whether accepted or lost
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17

Contents of Minutes



The last paragraph of the minutes should contain:

11. The hour and manner of adjournment

The additional rules and practices are as follows:

- 1) Committee Reports
 - 2) Recording Votes
 - 3) Guest Speaker
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18

Order of Business



There are four parts to a meeting;
opening, reports, business, and closing:

1. Call to Order
2. Opening Ceremonies
3. Reading of the Minutes
4. Communication

19

Order of Business



Continued.....

5. Reports of officers and Board
6. Reports of Standing Committees
7. Reports of Special or Ad Hoc Committees
8. Unfinished Business
9. New Business

20

Order of Business



Continued.....

10. Good of the Order
11. Announcements
12. Program
13. Adjournment

21

Helpful Tips (DOs)



- ✍ Prepare an advance copy of the minutes for the president/chair.
- ✍ Mark copies distributed to membership prior to final approval as "DRAFT".
- ✍ Use the meeting agenda as guide.
- ✍ Make note of a correction on the original minutes.
- ✍ Record all counted votes, both for and against.

22

Helpful Tips (DON'Ts)



- ✍ Do not include the names of seconders.
- ✍ Do not record reports in detail, only summarize.
- ✍ Do not record any debate unless the assembly so orders.
- ✍ Do not record motions withdrawn before stated by the chair.
- ✍ Do not record personal opinions or descriptive phrases.

23

Helpful Tips (DON'Ts)



Continued...

- ✍ Do not include words of praise or criticism except as adopted by motion.
- ✍ Do not forget to include the time of adjournment.
- ✍ Do not use the wording "Respectfully submitted".
- ✍ Do not forget to sign the minutes with full name and title.

24

Hands-on Experience



- ✍ Find yourself a partner and help each other writing motions.
- ✍ You have 30 minutes to write the motions using examples distributed.
- ✍ When done, each two-member team will "read" the motions as written in your "minutes" to the assembly.
- ✍ Discussion on how the motions are written.

25

Conclusion



"The future depends on what we do in the present."

-- Mahatma Gandhi

Best wishes and good luck!!!

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26