

Notes from Robert's Rules of Order concerning the conduct of small Board meetings.

1. Minutes should contain mainly a record of what was done at the meeting, not what was said by the members.
2. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done.
3. The body of the minutes should contain a separate paragraph for each subject matter.
4. The name of the 'mover' of a motion should be recorded. The name of the seconder of a motion should not be entered in the minutes. However, a second is required on all motions so there are at least two people who believe in a motion asserting that the motion is not frivolous.
5. Correct terminology for making a motion is "I move that....."
6. Motions are not needed for approval of minutes - "if there are no corrections to the minutes, they stand approved as read" or "if there is no objection, the secretary will make the corrections and the minutes will stand approved as corrected."
7. A Treasurer's report is never approved - it is "filed for audit". However, the annual audit report is approved.
8. The President may adjourn the meeting without a motion. - "if there is no further business, the meeting is adjourned". If a member has further business, then the meeting continues until all business is concluded.

9. A draft of the minutes may be sent to all members in advance. It is presumed that the members have used this opportunity to review them and they may not be read unless this [is](#) requested, however approval is handled in the usual way to allow for discussion.
10. The minutes should always be signed by the recorder of the minutes.