

MODEL MINUTES for BRANCH or BOARD MEETING

Minutes include:

1. Name of branch or board
2. Date, time and place of meeting
3. Name of the presiding officer. For a board meeting, include names of those present. For a branch meeting, include number of people present and indicate whether a quorum was met.
4. A statement that the minutes of the previous meeting were read and approved as read or approved as corrected
5. The treasurer's report along with their name
6. A record of committee reports given and by whom
7. An accurate wording of each motion and recommendation which came before the meeting, the name of the mover of the motion, the name of the second, and whether the motion was carried or lost. None of the discussion is recorded, only the result, in the form of the vote. No mention is made of a motion which was withdrawn.
8. A notation of any announcements.
9. A statement of the subject of the program and the names of those participating. Minutes do not contain an account of what the speaker said.
10. A statement of adjournment.