

## GUIDELINES FOR MEETINGS & MINUTES

All Minutes should include the following:

Date of Meeting

Type of Meeting – Exec Board or General Membership

Time meeting came to order

Roll of Officers (Present, Excused, Unexcused – account for everyone)

Is there a quorum? If so, business can be conducted. If not, the meeting is informational.

**(Quorum for a Chapter is a majority of the Chapter's Officers and Executive Board Members. Quorum for a District Council is a majority of the Executive Board and 35% of the active chapters within the Council. Quorum for an Assembly is a majority of the Executive Board and (3) other delegates representing at least two separate Chapters of the Assembly)**

An informational meeting still counts as a meeting for active status, so you still need to take minutes.

At an informational meeting you cannot make motions to approve anything.

Motion to approve last meeting minutes

Reading of Correspondence if any

Reports of the Officers: (In summary form or attach report)

President: Report on E-Board Meetings  
Agenda for this Meeting  
Information and Problems

Treasurer: Hand out copy of written report to be attached to the minutes of the meeting at which the report was approved.

Report should start where the last approved report left off.

All should review and then motion should be made to approve the report.

(Report should be detailed- not just totals)

Treasurer should sign and date the report.

Reports from Staff and Committees if any. Just give brief highlight.

Unfinished Business – Something that has been talked about at prior meeting but not resolved or finalized

New Business

Good and Welfare

Adjournment (Give time meeting was adjourned)

**\*\*\*REMEMBER ALL FINANCIAL ACTIONS (that arise at any point during the meeting) NEED TO BE APPROVED BY A PROPER MOTION WITH DETAIL AND DOLLAR AMOUNTS AND/OR LIMITS. The minutes should reflect who made the motion, who seconded the motion and if the motion passed or not.**

**Example: John Smith made a motion to send 2 people to the Women's Conference.**

**The chapter will pay each person wages for one day, 2 days per diem at \$25.00 a day, mileage for one car, and 1 hotel room for 2 nights. (Members will have to share room). Seconded by Sally Jones. Motion passed.**

Minutes should be signed and dated by the Secretary

