

MINUTES APPROVAL COMMITTEE

The Minutes Approval Committee consists of two (2) members who are appointed by the President at each of the NYSOMOTC meetings. They work with the Recording Secretary to provide an accurate set of Minutes in a timely manner.

At the Meeting: Both members should be seated at the front of the room.

- Copies of the meeting agenda and reports are provided for reference.
- Take general notes on all the business discussions, the actual wording of the motions made and future recommendations.
- Names of the maker of the motion and the person who seconds.
- If a portion of a motion is not understood, request a clarification.

After the Meeting: The Parliamentarian sends the Minutes Approval Committee a copy of the meeting's Roll Call and a list of the Motions with the actual wording, the names of the maker and the person who seconds the motion.

First Draft: A first draft is emailed by the Recording Secretary to the Minutes Approval Committee, the President and the Parliamentarian six (6) weeks after the meeting.

- Make corrections directly on the draft highlighting with a color font.
- Email the file with your corrections back to the Recording Secretary, by the designated deadline.
- Copy the President and the Parliamentarian.
- If you are unable to meet the deadline, inform the Recording Secretary.

Second Draft: A second draft may be sent to you for additional corrections. Review, correct and return the file to the Recording Secretary as quickly as possible.

Additional Drafts: Should additional corrections be necessary, the process remains the same.

Mailing Dates of the Official Minutes:

- State Meeting - **September 1st**
- Midterm Executive Board Meeting - **February 1st**.

Meeting Notes: Retain your notes until the Minutes have been reviewed and approved at the Executive Board Meetings.

- The committee's duties end when the Minutes are officially accepted.

Helpful tips for taking minutes during the meeting:

Use the agenda to follow the order of presentation of the reports.

Check off attendees and note those not present or late arrivals.

Be sure to note the time the meeting is called to order, as well as the breaks.

Listen attentively to what is being said.

Take notes on the big concepts and resolutions - not word for word discussion.

The minutes should be an outline of the meeting, ***not verbatim***.

The exception is for motions and decisions. These should be recorded word for word.

To save time, use initials and symbols that you will remember, instead of writing out names and words

Note the time the meeting is adjourned.