

# RECORDING SECRETARY

The Recording Secretary records the business of the annual State Meeting and all Executive Board Meetings. Using their notes and recordings, they work with the Minutes Approval Committee and the State Parliamentarian to produce the official Minutes of each meeting and distribute them by the deadline. A list of unfinished business is provided to the President prior to each meeting.

**Outgoing Recording Secretary:** At the conclusion of the Saturday General Meeting:

- Transfer the file box, the binder of Official Minutes of the State Meetings, Procedure Manual, badge, one (1) recorder and the list of any Unfinished Business to the incoming Recording Secretary
- Sign the Letter of Authority (3 originals)

**Incoming Recording Secretary:** prior to the Sunday Executive Board Meeting -

- Obtain the file box, the binder of Official Minutes of the State Meetings, Procedure Manual, one (1) recorder and the list of any Unfinished Business from the previous meeting(s)
- Review the Procedure Manual and the Bylaws/Standing Rules
- Provide the President the list of Unfinished Business
- Sign the Letter of Authority (3 originals)

**Recording Equipment:** Includes two (2) digital recorders and accessories to use at the meetings. Pre-check that the recorders are in working order. If repair or replacement is needed, consult the President for approval. An advance may be requested using the voucher system.

**Preparing for a Meeting:** Arrive at the meeting room with adequate time to prepare before the meeting is called to order. Your seat should be close to an electrical outlet or extension cord.

**Roll Call:** The President will call upon you to read the Roll Call at the morning and afternoon sessions of all the meetings.

- The Parliamentarian provides the Roll Calls.
- The Roll Call of the Saturday General Meeting includes the Officers, Past Presidents and the Member Clubs' Delegates.

**Taking the Minutes:** Use the recorder and take notes. If you cannot hear or understand what is being said, ask for assistance. The Minutes include:

- Title of the meeting - Midterm Executive Board Meeting; Friday Executive Board Meeting; Saturday General Meeting; Sunday Executive Board Meeting
- Date, location and time the meeting is called to order.
- Using the Roll Call provided by the Parliamentarian, list the members in attendance - by name and board position for the Executive Board Meetings, and by Member Clubs for the Saturday General Meeting.
- The corrections and approval of the Minutes from previous meetings.
- The issues addressed, the major points of each discussion, the exact wording of all the motions, the resolution and the final action taken.
- Exclude detailed conversation and avoid using quotes.
- Times of any breaks and the meeting's opening and adjournment.
- List matters tabled for further discussion at a later meeting. This is considered Unfinished Business.

**Motion Forms:** The Parliamentarian provides the double-sided forms for all the meetings. Members presenting a motion must write said motion on the form. At the Saturday General Meeting, a Page delivers the motion form back to the Parliamentarian, who checks it for accuracy. The original (white) is handed to the Recording Secretary so the motion can be properly worded in the Minutes. The motion forms are attached to the Official Minutes and kept in the file box.

**At the State Meeting/Single Slate Vote:** When the elections of Officers are held, in case of a single slate, the Recording Secretary is called to cast a vote on behalf of the NYSOMOTC membership. The following wording protocol shall be used:

**"I ( state your name ), as Recording Secretary for the New York State Organization of Mothers Of Twins Clubs, and on behalf of its membership, cast one vote for \_\_\_\_\_(name), for the Office of \_\_\_\_\_."**

**Draft of all Meetings' Minutes:** The first draft is sent to the Minutes Approval Committee, the President and the Parliamentarian for corrections, within 6 weeks after the meeting(s).

- The State Meeting (Friday Executive Board, Saturday General and Sunday Executive Board) first drafts should be mailed by no later than mid-June
- The Midterm Executive Board Meeting first draft should be mailed by no later than end of November.
- Send the draft as a Word attachment so that the corrections can be highlighted directly on the document and returned back to you.
- The corrected draft document should be returned to you within two (2) weeks.
- If necessary, an additional draft might be sent to those mentioned above, for further review.
- The format of the official copy should include a meeting identification heading, numbered lines on each page as well as page numbers.

**Preparing the State Meeting Minutes:**

- **The *outgoing* Rec. Secretary** prepares the drafts for the Friday Executive Board and the Saturday General Meeting Minutes following the process as stated above.
- Once the corrections are completed by the Minutes Approval Committee, the previous Recording Secretary forwards the Friday and Saturday Minutes to the new Recording Secretary for distribution.
- **The *incoming* Rec. Secretary** prepares the draft of the Sunday Executive Board Meeting Minutes following the process as stated above.
- Once the corrections are completed, the three (3) sets of Minutes are ready for distribution.
- A State Meeting dated cover is added to each set. This cover is the same used for the Third Call and may be requested from the State Meeting Chair.

**Official State Meeting Minutes:** The mailing is to be completed by **September 1<sup>st</sup>**.

- Minutes of the Friday and Sunday Executive Board Meetings and the Saturday General Meeting are emailed to the Board Members as a PDF attachment.
- The Saturday General Meeting Minutes are emailed to the Member Clubs' State Reps by **November 1<sup>st</sup>**, after they are fully reviewed/corrected at the Midterm Executive Board Meeting,
- Past Presidents receive a copy via email. If they do not have email, a hard copy will be sent via regular mail. Addresses are found on the current Executive Board Members' Directory.
- Minutes of all the NYSOMOTC Meetings are posted on the website.

**Midterm Executive Board Meeting Minutes:** The mailing is to be completed by **February 1<sup>st</sup>**.

- The first draft of the Minutes should be emailed to the Minutes Approval Committee, the President and the Parliamentarian six (6) weeks after the meeting or no later than end of November.
- Send as a Word file attachment so that the corrections can be highlighted directly on the document.
- The corrected draft document should be returned to you within two (2) weeks.
- If necessary, an additional draft might be sent to those mentioned above for further review.
- Add the dated cover (see sample in the manual) to the official copy.
- Email the official Minutes as a PDF attachment to the Executive Board.
- Past Presidents receive a copy via email. If they do not have email, a hard copy will be sent via regular mail. Addresses are found on the current Executive Board Members' Directory.

**Distribution of the Official Minutes:**

- **September 1<sup>st</sup>** – Friday and Sunday Executive Board Meeting and Saturday General Meeting Minutes are mailed to the Executive Board.
- **November 1<sup>st</sup>** – Corrected Saturday General Meeting Minutes are mailed to the Executive Board Member Clubs' State Reps and Presidents.
- **February 1<sup>st</sup>** – Midterm Executive Board Meeting Minutes are mailed to the Executive Board.

**Signatures on the Official Copy of the Meeting Minutes:** If they are present at the Friday and the Midterm Executive Meetings, obtain the signatures from the Minutes Approval Committee.

**Unfinished Business:** Provide a list of any unfinished business to the President, prior to each meeting.

**Activity Report:** prepare a written activity report for every meeting. Email report to the Webmaster by the submission due date.

**Expenses:** If applicable, submit a voucher form to the President, with receipts for copying and mailing of the Minutes.

**Newsletter Articles:** May be submitted for the Presidential Papers.

**Files:** The binder with the Official Minutes of the State Meetings, reports, motion forms, expense vouchers, the updated Procedure Manual, badge, the recorders and accessories are turned over to the incoming Recording Secretary at the conclusion of the Saturday General Meeting.

## Additional Tips for Taking Meeting Minutes

### Before the Meeting:

- The first thing to do before the meeting is gather as much information as you can.
- Review the manual procedures for Recording Secretary.
- Obtain a copy of the agenda from the President.
- Use the agenda to form an outline for your minutes.
- Be sure to review minutes from the previous meetings and note any ongoing discussion or agenda items that were left unresolved. This is considered "old business" and should be included to be discussed at the upcoming meeting.

### During the Meeting:

- Arrive early and be sure you have everything you need with you.
- Bring a copy of the agenda to refer to during the meeting.
- If you are not a fast writer or do not know shorthand, consider bringing a laptop and/or a recorder.
- Use the following tips for taking minutes during the meeting:
  - Check off attendees and note those not in attendance.
  - If you do not recognize certain attendees, make sure to ask for their names.
  - Be sure to note the time the meeting is called to order, as well as breaks.
  - Listen attentively to what is being said.
  - Focus on big concepts, not word for word discussion.
  - The minutes should be an outline of the meeting, **not verbatim** - with the exception of motions and decisions. These should be recorded word for word.
  - Use initials and symbols that you will remember instead of writing out names and words to save time.
  - Note the date of the next meeting and any proposed agenda items.
  - Record the time the meeting is adjourned.

### Robert's Rules recommends that minutes contain the following items:

- Name of the organization
- Type of Meeting
- Date, Time and Place of Meeting
- Name of the presiding officer and members present.
- Establishment of a quorum (by Roll Call)
- Record of the action taken on the minutes of the previous meeting
- Exact wording of each motion, with name of the maker of the motion and the voting results – carried or failed.
- Any decisions made, actions assigned or notices given at the meeting.
- Points of order and appeals
- Reports should include the name of the reporting member or committee. If written reports are provided, the minutes should note that a report is attached.
- A copy of the reports should be attached to the official Minutes.

**Robert's Rules recommends that the following should *not* be included in minutes:**

- Opinions or interpretations of the Recording Secretary
- Judgmental phrases
- Discussion (Remember, minutes are a record of what was done, not what was said)
- Motions that are withdrawn
- Flowery language
- Detailed reports

**After the Meeting:**

- As soon as possible after the meeting, review your notes to make sure you understand them.
- If there are questions, please defer to the meeting chairperson or the Minutes Approval Committee.
- Once you have everything accurately recorded, type everything into your template.
- Be sure to use a header and number every page.
- Proofread your work several times to be sure everything is correct prior to distribution.

**Official Minutes:**

- The minutes are official only after they have been corrected and approved at the next meeting.
- The word “approved” and the date of approval should be added.
- The official copy of the Minutes is signed by the Recording Secretary and the Minutes Approval Committee.
- The official copy of the Minutes is placed in the NYSOMOTC Minutes binder.
- The following originals should be attached:
  - Written Motions
  - Officers' Reports
  - Committees' Reports
  - Correspondence

Taking meeting minutes is an important responsibility. Accuracy is extremely crucial as well as clarity.

Any questions or concerns regarding the transcription and timely distribution of the Minutes, please consult the President and the Parliamentarian.



# New York State Organization Mothers of Twins Clubs

## Minutes Executive Board Midterm Meeting

ADD DATE

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