

# MINUTES

## CH. XV § 48:1-27

**PAGE 425 & 446-457**

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A parliamentary lesson brought to you by CSAP,  
prepared by Sally F. LaMacchia, Esq., PRP,  
based on *Robert's Rules of Order, Newly Revised*.

# CONTENTS

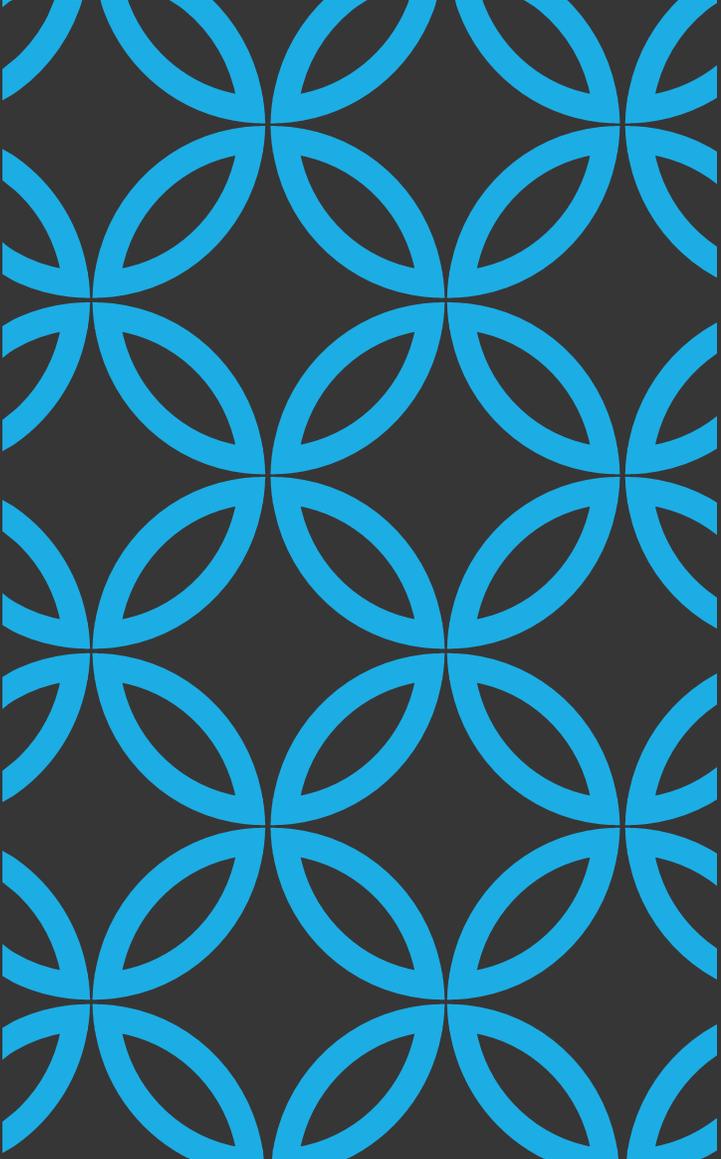
**Purpose**

**Content**

**Preparer and Custodian**

**First Paragraph, Body, Last Paragraph**

**Signature**



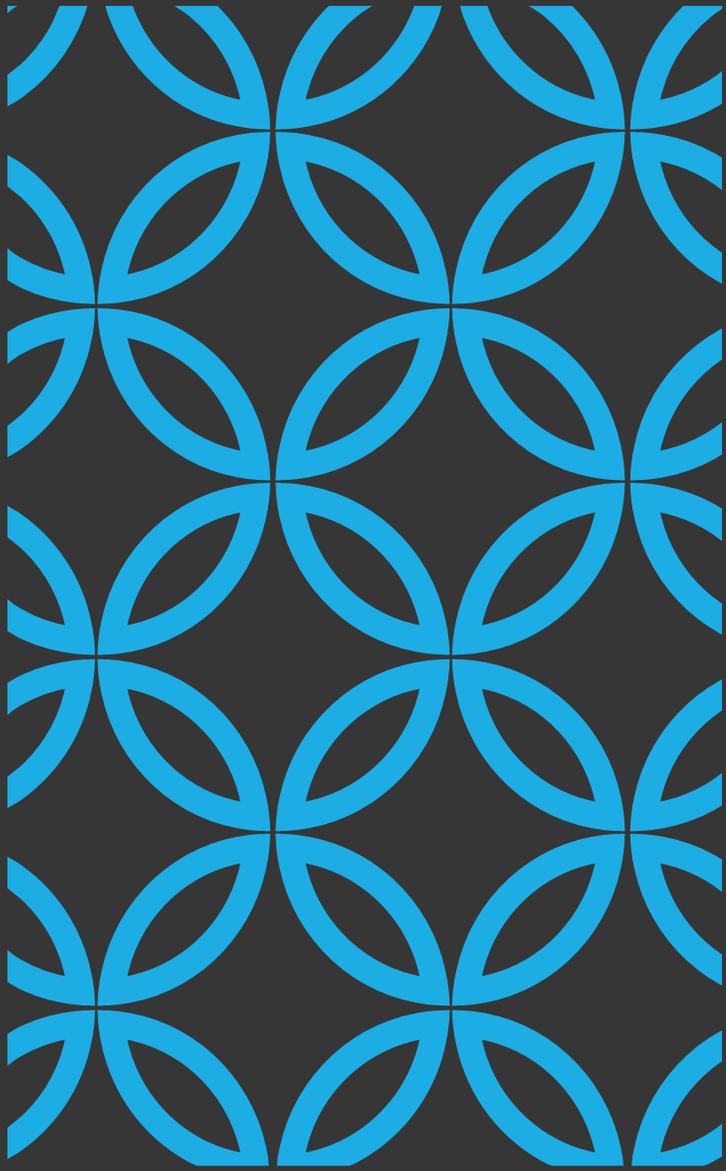
# PURPOSE

*“OFFICIAL RECORD OF THE PROCEEDINGS OF  
A DELIBERATIVE ASSEMBLY”\**

RONR § 48-1

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**\* And “should be kept  
in a substantial book or  
binder.”**



# CONTENT

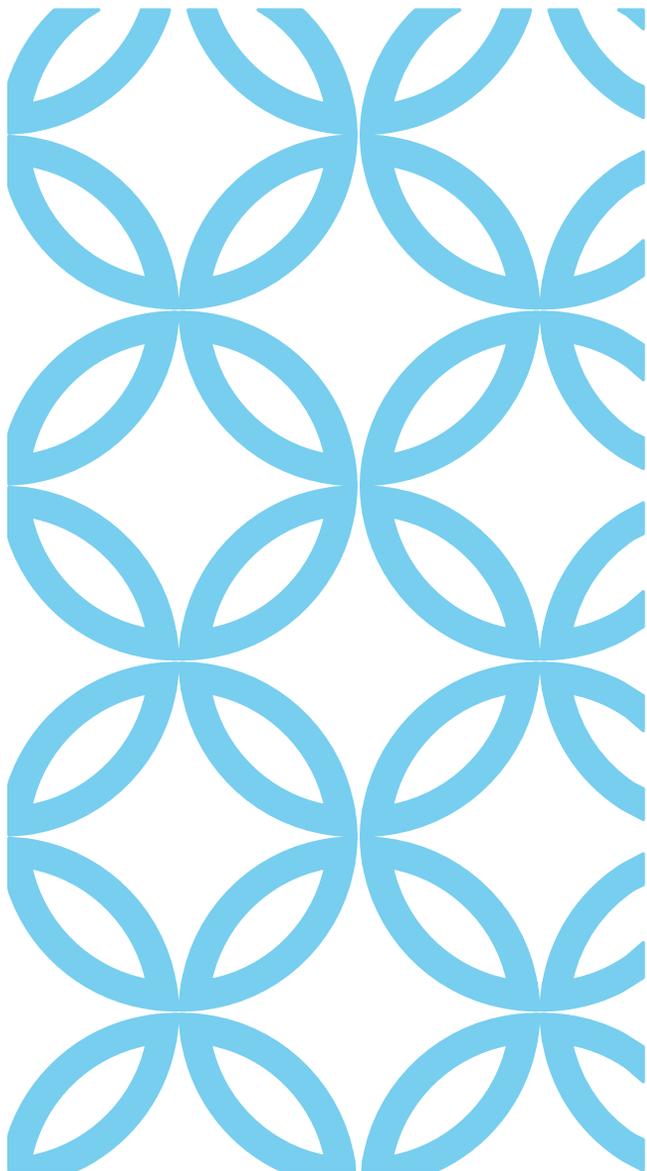
*“ OFFICIAL RECORD OF THE PROCEEDINGS OF A  
DELIBERATIVE ASSEMBLY”\**

RONR § 48-1

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**“ ... what was done at the  
meeting, not what was said by the  
members”, and “must never  
reflect the secretary’s opinion.”**

RONR § 48-2



A “*secretary, or clerk ... makes a written record of what is done – usually called “the minutes.”*” *RONR § 3:6*

“The secretary is the **recording officer** of the assembly and the **custodian of its records**, except those specifically assigned to others, such as [] treasurer’s books.” *RONR § 47:32*

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**PREPARER & CUSTODIAN  
OF THE MINUTES**

# CONTENT

RONR § 48:1-48:4,1-12

**First Paragraph:** Name, type, D-T-P, previous minutes

## **BODY:**

(1) main motions

(2) Secondary motions “not lost or withdrawn when needed for completeness or clarity”

(3) the “complete substance” of all oral committee reports

(4) any notice of motions

(5) points of order, appeals and outcomes, including the chair’s rationale

**Last Paragraph:** The hour of adjournment.

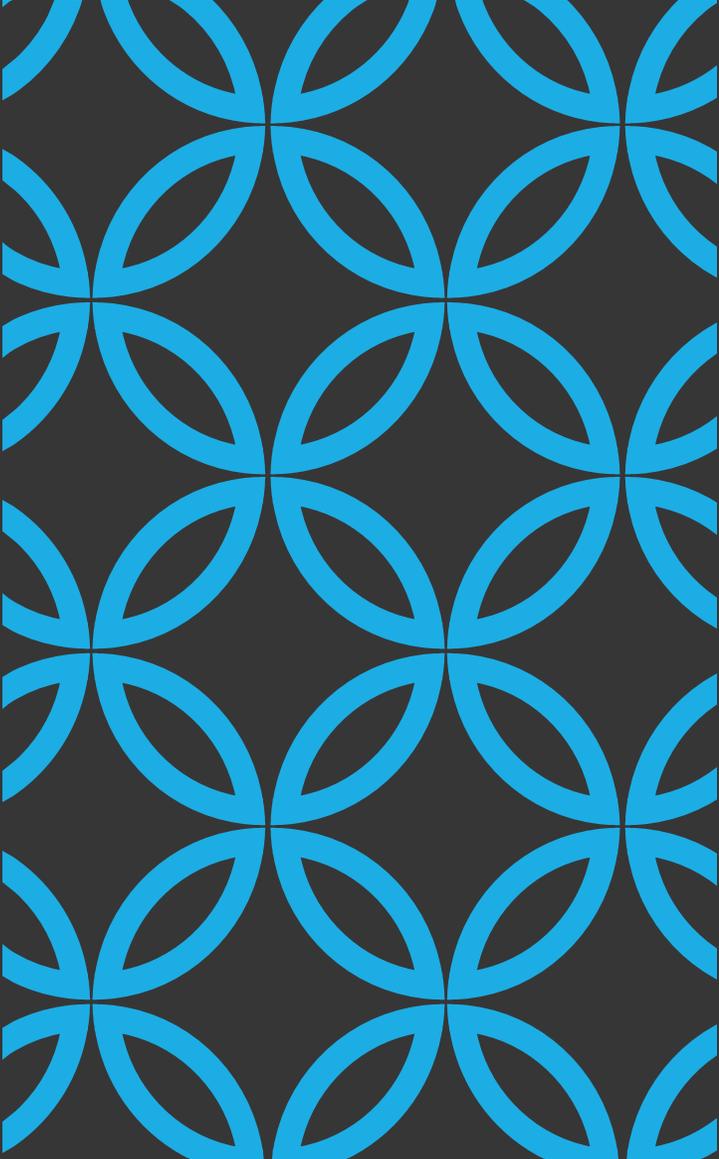
**FIRST PARA: I. NAME II. TYPE OF MEETING III. PRESENCE OF CHAIR & SEC IV. PRIOR MEETING MINUTES**

**I.** California State Association of Parliamentarians

**II.** Regular, Special, Adjourned Regular, Adjourned Special

**III.** “The President being in the chair and the Secretary being present.” **RONR 48:8**

**IV.** “The minutes of the last meeting were read and approved as corrected.” **RONR 48:8**



## BODY:

- (1) main motions

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- (2) secondary motions
- (3) committee reports
- (4) notice of motions
- (5) points of order & appeals, outcome & the chair's rational.

# LAST PARAGRAPH

**“The meeting adjourned at 10:05 PM.”**

48:8, last sentence.

See also 48:5 – Additional Rules and Practices

**“A majority vote may direct the inclusion of specific additional information.”**

# HOW MUCH DETAIL ABOUT MOTIONS BELONG IN THE MINUTES? 48:4

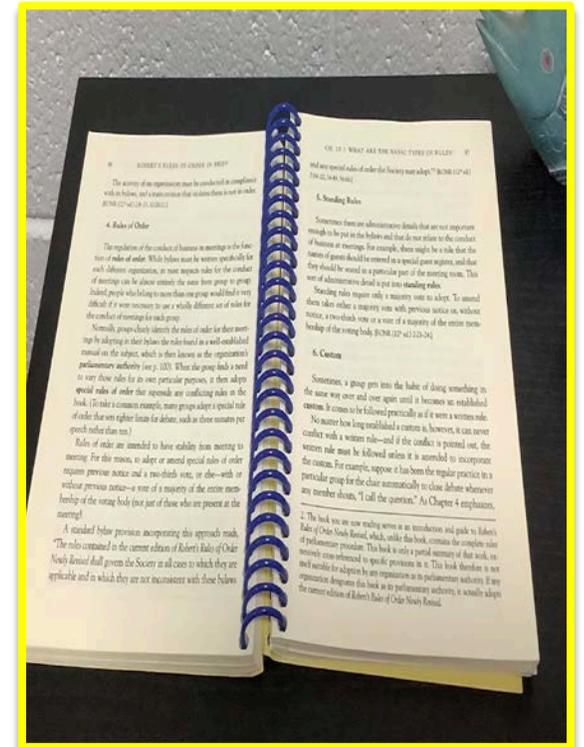
6)a) **the wording in which each motion was adopted or otherwise disposed of**, with facts surrounding debate and amendments being mentioned – if at all - only “parenthetically”

and

6)b) **disposition of the motion** including any temporary disposition, and primary and secondary amendments “then pending”.

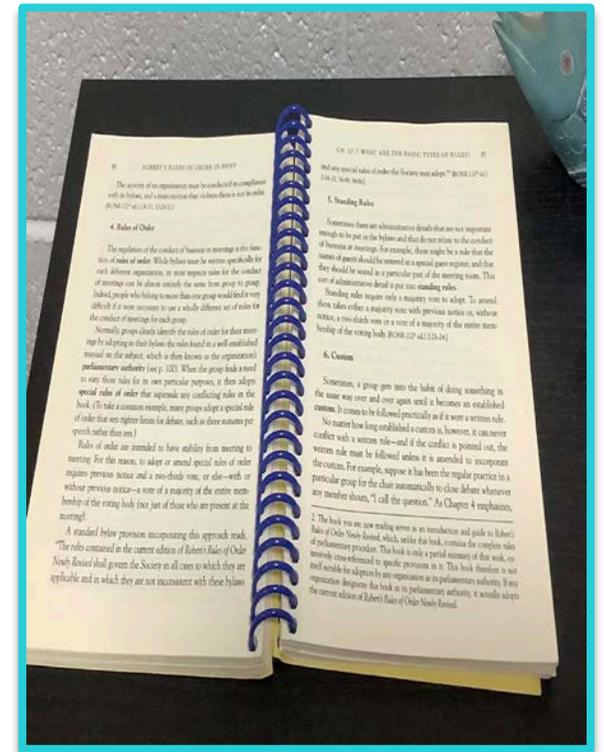
Also,

7) **Secondary motions** not lost or withdrawn **where necessary** to record them for “completeness or clarity”

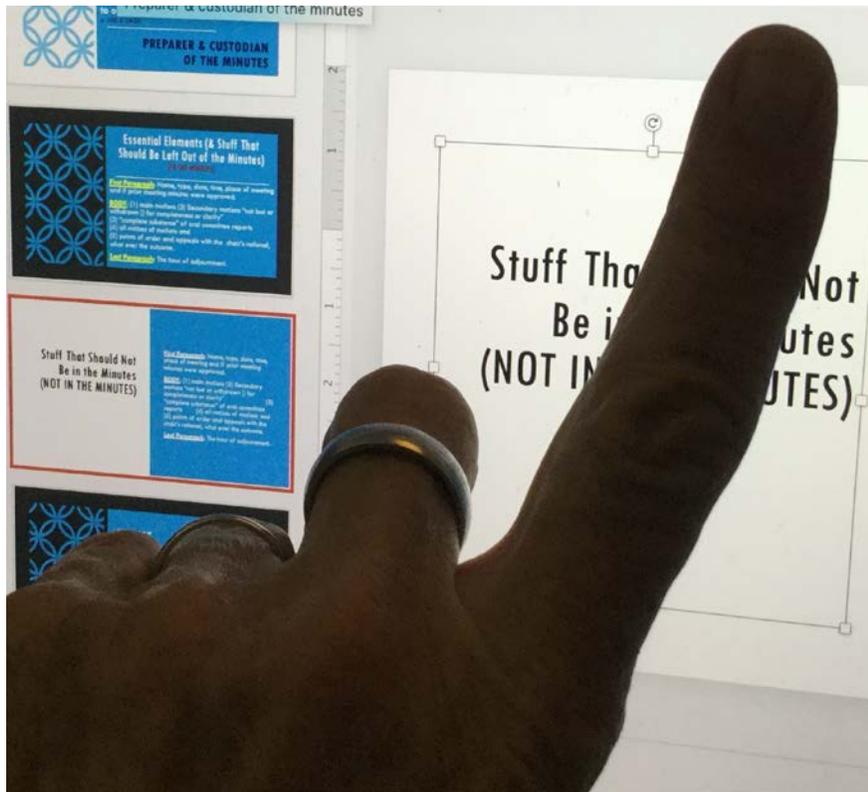


# HOW MUCH DETAIL ABOUT OTHER STUFF BELONG IN THE MINUTES? 48:4, 8-12

- 8) the complete substance of oral committee reports, and
- 9) All notices of motions, and
- 10) All points of order and appeals, whether sustained or lost, and the reasons given by the chair to defend the ruling, and
- 11) the declaration by the chair in “naming” an offending member as part of a disciplinary procedure, and *in the last paragraph,*
- 12) The Hour of Adjournment.



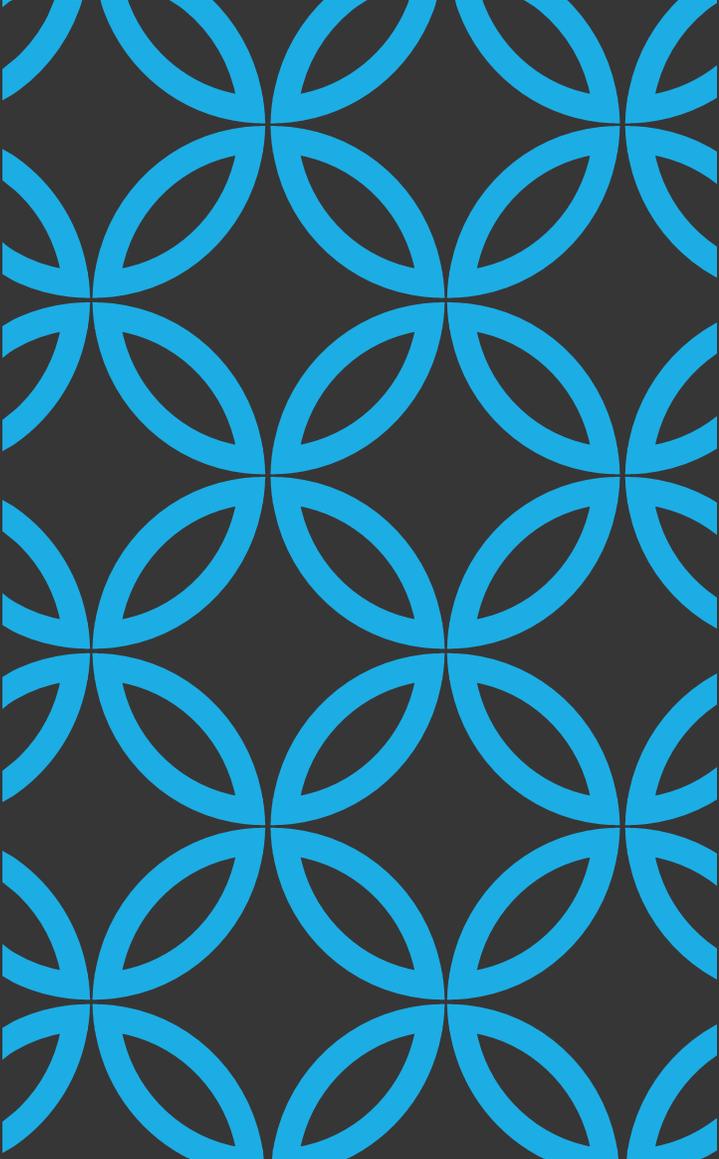
# Improper Entries into the Minutes (*NOT* IN THE MINUTES)



## NOT IN THE MINUTES:

1. The name of the seconder of a motion
2. If the chair voted, “no special mention of that fact is made in the minutes.”
3. Proceedings in committee of the whole or quasi committee of the whole “should not be entered in the minutes.”
4. “Remarks” of the “guest speaker”, not in the minutes

FYI, “Respectfully submitted” is “not essential” and “represents an older practice.” RONR § 48:5-48:7



## READING, CORRECTION AND APPROVAL OF THE MINUTES

**(41:9-12)**

Where minutes of the previous meeting are distributed to members in advance, “the actual reading of them aloud is omitted” unless requested by a single member. Minutes are approved “in order of date from earliest to last.”

**“A FORMAL MOTION TO APPROVE THE MINUTES IS  
NOT NECESSARY.”**

§ 41:10

A **regular meeting** of “X” was held Friday, May 4, 2020, at 8:30 am in Y. President was in the chair, the secretary was present and prior meeting minutes approved as distributed.

Officer and Standing Committee Reports,  
Special Committee Reports,

Special Orders,

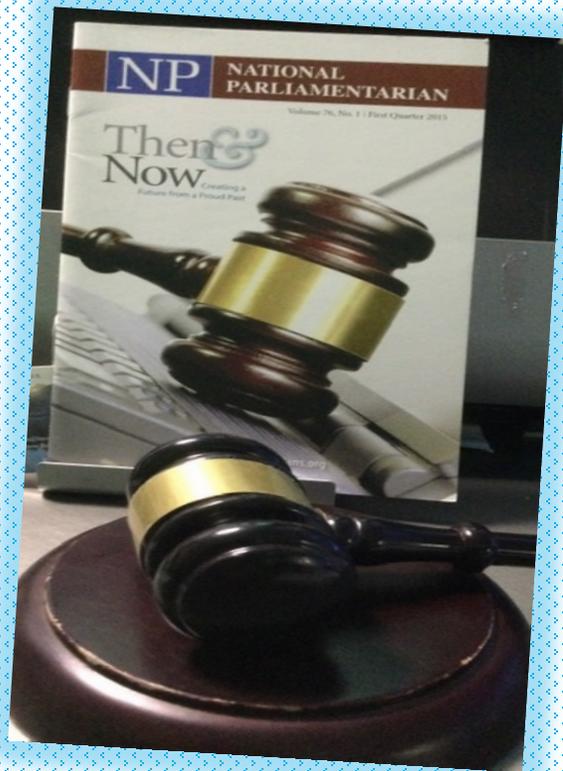
Unfinished Business & General Orders,

New Business.

The meeting **adjourned at** 10:05 pm.

**“Form of the  
Minutes”**

**SEE RONR 48:8**



**I hope this lesson  
has been interesting and helpful.**

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# Minutes

## Part Two of Two

A parliamentary lesson prepared by Sally  
F. LaMacchia, Esq., PRP, based on  
*Robert's Rules of Order, Newly Revised*

# Contents

## Ch. XV, § 48

### Part One:

Parts & Purpose, Preparer & Custodian, Essential & Improper Entries, and Form of the Minutes

### Part Two:

1. Minutes as a legal document
2. Minutes as reflective of the assembly
3. Published Minutes

Parts & Purpose,  
Preparer &  
Custodian,  
Essential &  
Improper  
Entries, and  
Form of the  
Minutes

**REVIEW, Part One**

- §1 Name, Type, DTP, Chair, Sec, Minutes
- §2 BODY. Officers, standing committees; special committees; special, unfinished business and general orders; new business
- §3 Time of adjournment.

**PART TWO**

**MINUTES AS A LEGAL DOCUMENT**

# PRECEDENT

“The minutes include the reasons given by the chair for his or her ruling.”

And “serve as **precedent for future reference** by the chair and the assembly, unless overturned on appeal the result of which is also recorded in the minutes and may create a contrary precedent.”

Because reasonable minds differ, RONR holds precedence is “persuasive” but “not binding” in comparable situations that arise.

Still, the more often a precedent is followed the more weight it is typically given.

§ 23:10

# When Preparer of the Minutes is Called to Testify

## Litigation, Mediation

### Secretary's duties:

- Keep a record, including all committee reports.
- Make records available to members upon request. (Exception: Executive Session)
- To sign all certified copies of acts of the society.
- Maintain record books, including amendments, on hand.
- Issue the meeting Call, prepare the order of business, and
- Provide necessary records to committee chairmen for proper performance of duties.

§ 47:33 to 47:37

“Corresponding Secretary”  
or also known as “Recording Officer”

## Issuing Notices

**General Correspondence** [(Not assigned to other others or to committees. § 47:33(9)]

§ 47:37

# Money

“In ordinary societies, tasks incident to the collection of dues from members, are part of the treasurer’s duties unless the bylaws provide otherwise.”

Where clerical work incident to this function is extensive a “financial secretary” may be an additional officer of the assembly.

§ 47:39

## Brought to you by CSAP

We hope you this parliamentary lesson on MINUTES, Part Two of Two has been helpful to *you!*

Thank you for the gift of your time and attention.

Sally F. LaMacchia, Esq., PRP  
NAP Professional Registered Parliamentarian