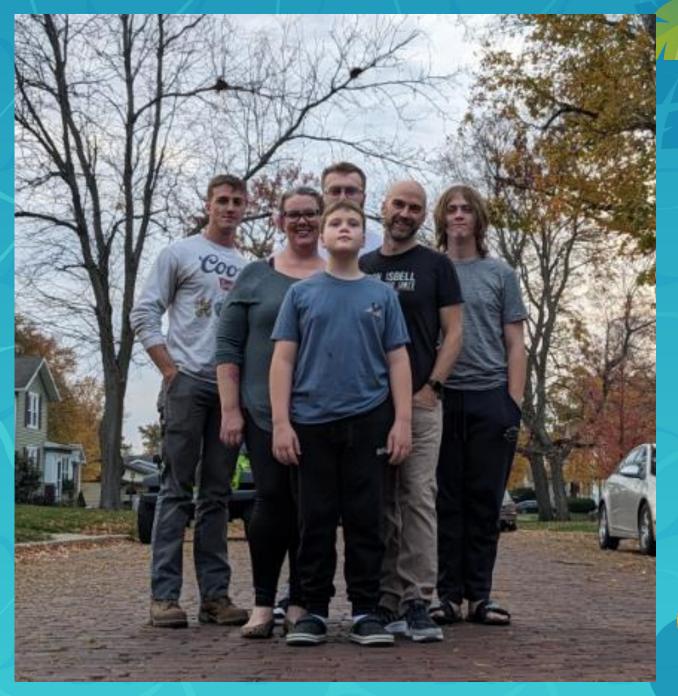




Melissa Wheeler

IRC Recording Secretary Region 7 Director EC-EIU President









RESPONSIBILITIES



MINUTES

Keep accurate records.



PASS IT ON

Pass approved minutes on to future secretaries.



ATTENDANCE

Attend all meetings.
Be sure to arrange for someone else to take minutes for you in your absence.



GET TO KNOW BOB

Get familiar with Robert's Rules of Order.



MINUTES

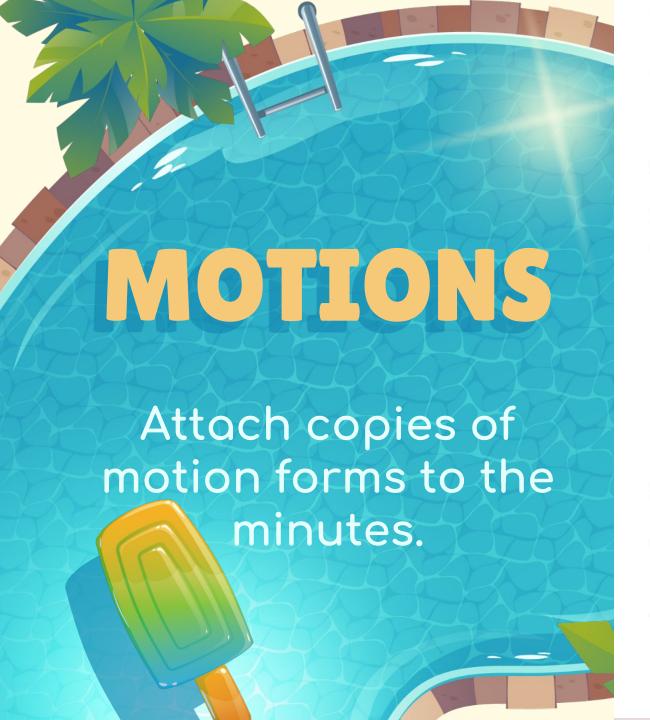
What to Include:

- 1. Location
- 2. Date
- 3. Name of council
- Time the meeting is called to order
- Time the meeting is adjourned

- Number of voting members, members, and non-members present
- Names of people standing in for presiding officer and/or secretary
- Approval of prior minutes (noting corrections)
- 9. Motions (verbatim)
- Accurate notes of discussions and decisions

MINUTES Some Tips:

- Request a copy of the agenda in advance.
- 2. Keep it succinct.
- Stick to the facts.
- 4. Keep it organized.





Phone: (888) 454-1341 Fax: (309) 454-3512

Motion Form

Date		
Name o	f Person Who Offered Motion	
Motion		
Name of Person Who Seconded Motion		
Action	takan	
	Approved Rejected	Tabled
	//pproved nejected	
his motion will affect		
	Bylaws	Policy
	Article	Article
	Section	Section

ROBERT'S RULES Get familiar with the format. Understand how to proceed with

Get familiar with the format.
Understand how to proceed with a motion.
Document it.

Robert's RULES 101

Steps to keep meetings on track.



2 SApprove the minutes

BYLAWS

Bylaws are your group's governing rules.

Be sure to have them on hand.
They're helpful when questions
and disagreements
come up.

3. Sear the

Hear the treasurer's report (no vote needed) 4. Committee reports

Committee reports as needed

5. A Good business (go

Voting Procedures

Motion

Member makes a motion: "I move that we have a welcome-back picnic!"
Second (every motion requires a second)

Discussion: "Great idea!"

Vote: Motion passes

- President doesn't make motions but can call for one: "Do I hear a motion to..."
- President can vote but usually doesn't
- No cross talk—speak to the chair. This helps everyone keep track of discussion.

Motion With Amendment

Motion: "I move that we have a welcome-back picnic!"

Second (every motion requires a second)

Discussion: "Great idea!"

Amendment: "I move that we make it a barbecue!"

Vote on amendment: Amendment passes

Vote on amended motion: "Let's have a welcome-back barbecue!"

Amended motion passes

6. New business



