

Meeting minutes

After a draft copy of the minutes have been approved by the assembly or a minutes approval committee, the minutes of the meetings of the board of directors, executive committee, and the annual convention must reflect an accurate account of the business transacted during those meetings. To accomplish this goal, the following standing rules will be followed.

1. Tape recording:
 - a. The department secretary treasurer may make a taped record of the business meeting. This recording is the property of the secretary.
 - b. This tape will assist in preparing an accurate set of minutes.
 - c. After the minutes have been approved by the organization or a minutes approval committee, the tape will be destroyed or erased.
2. Names in the minutes”

The names of the maker or the seconder of a motion or resolution will not be entered in the minutes.
3. Motions or resolutions
The exact wording of a motion or resolution shall be entered in the minutes. To aid the secretary in accomplishing this, motions and resolutions should be submitted in writing.