

**SECRETARY**

**2018 – 2019**

**Section 4**

# INTRODUCTION

Every organization must have at least two officers – a presiding officer (president) and a recording officer (secretary) – in order to function properly. A secretary should be accurate, dependable and prompt as well as have a thorough knowledge of PTA Purposes, bylaws, policies and an understanding of parliamentary procedures. The records the secretary maintains will be the history of the PTA.

## DUTIES

### Recording Secretary

Prior to each meeting, in consultation with and at the request of the president, prepares a complete agenda. An agenda shows the order in which business should come before the group.

Has on hand for reference at each meeting:

- minute book
- the agenda
- a copy of the most current and approved bylaws and standing rules
- a calendar
- the minutes of previous meetings
- a list of standing and special committees, including the names of members
- a membership list. For board meetings, a list of board members is needed and for general membership meetings, a list of all members is necessary. The membership list should be maintained by the membership chair or committee
- a copy of Robert's Rules of Order, Newly Revised (RONR)
- blank paper for ballots
- motion forms (see forms section)

Calls the meeting to order in the absence of the president and vice president, unless the bylaws state otherwise, and presides until a chairman pro tem is elected.

Accurately records all business transacted at each meeting – general membership, board of directors and executive committee – of the association.

Reads or distributes printed copies of the minutes from previous meetings.

- ***Executive committee and board of director meeting minutes are read or distributed only to that group.***
- ***General membership meeting minutes are read or distributed only at general meetings.***

Assist President in determining a quorum.

Maintain a roll call record.

Count a rising vote when requested by the presiding officer.

Stand when reading minutes and counting votes.

Act as custodian of all records except those specifically assigned to others.

Make minutes and records available upon the request of a member. The records of the secretary are open for the inspection of any member. However, records must not be released from the custody of the secretary except upon written order of the president.

Attends all training offered.

Perform other delegated duties as assigned such as those of a corresponding secretary.

## **Corresponding Secretary**

Many units do not have both a recording and corresponding secretary. If there is only one secretary, he/she is responsible for all duties listed.

- Handle all correspondence.
- Does not automatically take place of recording secretary in their absence.
- Check with the president about letters to be written. Some letters will be written for the president to sign and contain specific wording as directed by the board or association action.
- Write authorized letters promptly.
- Be accurate – check names and titles. Carefully.
- Give precise information with copies of recommendations, resolutions or motions and reasons for any action taken.
- Keep file copies of all letters received and replies written.
- Notify members of their election to office.
- Notify officers and committee chairs of meetings.

# **MINUTES**

## **Introduction**

The official record of all meetings is referred to as the minutes. They need to be kept forever as the permanent record of the association. Because minutes can be used as legal documents in cases of litigation, it is imperative that they be objectively recorded and conscientiously transcribed into a final document. Although it is the responsibility of the secretary to record, prepare and preserve the minutes, it is every member's responsibility to read the minutes.

**Remember, if it is not in the minutes, it did not happen.**

The most difficult part of taking minutes is deciding what information has to be written down verbatim, what can be paraphrased and what is nonessential for the official record. Minutes are meant to be a concise, factual and objective record of what happened during the meeting. The final version of the minutes records only the action taken by the association during the meeting, not what is said by the members, however, including comments in notes for future reference can be helpful. It is up to the unit to decide how detailed minutes should be. The personal opinions of the secretary are never recorded.

## **General Information**

Minutes should be recorded in an official, **bound** minute book with numbered pages.

Minutes should reflect the order in which business was presented at the meeting.

A motion should be recorded exactly as it is made by a member.

When a counted vote has been ordered, the number of votes for each side should be recorded.

- The secretary should be prepared with blank paper for voting by ballot.
- He/she should also be prepared to help count a rising vote when requested.

In recording the reports of officers and chairs, a copy of their written report may be requested and attached to the minutes.

Minutes are written in the third person.

## ***Format***

### **Heading**

- ❖ Name of the association
- ❖ Type of meeting (regular, general, special)
- ❖ Date of meeting and time
- ❖ Meeting place

### **Names of members present**

- ❖ These are recorded for meetings of the executive committee or board of directors or those with less than 20 members. Include the sign in sheet with the minutes for meetings of more than 20 people.

### **Call to Order**

- ❖ Note time and the name of the president and secretary or names of their substitutes.
- ❖ The presiding officer should not start the meeting until a quorum is present; therefore, it is optional to record the presence of a quorum.

### **Opening**

- ❖ An opening is optional. When there is an opening, indicate type and who performed

### **Reading of the Minutes**

- ❖ Record that the minutes were read/printed and approved or read/printed and approved as corrected.
- ❖ No motion is required to approve the minutes. The chair says, "If there is no objection, the minutes stand approved as read/printed or approved as corrected."
- ❖ Corrections are made in the margin of the minutes. Never erase or strike through words when correcting.
- ❖ Corrections to the minutes are suggestions without a motion or a formal vote, unless there is a disagreement about the correction.

- ❖ Minutes may be corrected whenever an error is discovered regardless of the time elapsed. However, after minutes have been approved, a 2/3rds vote is required to correct.
- ❖ The date of the approval and the secretary's signature should appear at the end of the minutes.
- ❖ Some units require that both the president and secretary sign the minutes.
- ❖ The words "respectfully submitted" represent an older practice that is not necessary.
- ❖ The minutes of each meeting are normally read and approved at the beginning of the next regular meeting.
- ❖ By a majority vote without debate, the reading of the minutes can be dispensed with. The minutes can be read at a later time in the meeting.
- ❖ If they are not read before adjournment, the minutes must be read at the following meeting before the reading of later minutes.

### **Correction of the minutes**

- ❖ Corrections should be made immediately after the minutes are presented.
- ❖ Corrections are made in ink. (red)
- ❖ Corrections are suggested without a motion or a vote.
- ❖ Corrections should be made in the margin.
- ❖ All corrections are initialed and dated.

### **Treasurer's report**

Should include:

- ❖ a beginning balance equal to the ending balance at the last meeting,
- ❖ total income since the last meeting,
- ❖ total disbursements since the last meeting
- ❖ an ending balance.

No motion is needed for adoption of the report. Rather, it is filed for audit.

### **Recording a Motion**

- ❖ Long motions should be written by the maker of the motion and retained as part of the secretary's draft of the minutes.
- ❖ Indent or separate motions so they can be easily found.
- ❖ Minutes state the name of the maker of the motion but not the seconder.
- ❖ Minutes contain the action taken on the motion.
- ❖ Motions may be numbered as received to place them correctly as the action occurs.
- ❖ When a motion is withdrawn, the effect is the same as if it had never been made, and therefore, a withdrawn motion is not recorded.

### **Reading of Correspondence**

- ❖ Correspondence may be read aloud, summarized or passed around for all to read.
- ❖ When reading correspondence, always state the name of the writer before the message.

## **Reports of officers, standing and special committees**

- ❖ Copies of reports may be attached to the minutes to avoid copying.
- ❖ The secretary can record a brief statement of activity.
- ❖ Any motions coming from the report must be recorded in the minutes.

## **Special Orders**

- ❖ These include bylaws matters such as nominations and election of officers.

## **Unfinished business**

- ❖ Used to be referred to as old business
- ❖ Include type, disposition and any action taken.
- ❖ The secretary should have a list of unfinished business to prevent a piece from being overlooked.

## **New business**

## **Announcements**

- ❖ Include dates of upcoming meetings and other important events

## **Program**

- ❖ Record type of program and speaker or presenter's name.
- ❖ No effort should be made to summarize remarks.

## **Adjournment**

- ❖ If the chair has come to the end of the agenda and there is no further business to come before the membership, the meeting can be adjourned without a motion.
- ❖ A motion to adjourn is only necessary if a member wants to adjourn before completing all business.

## **Distribution**

- ❖ The secretary should provide the president with a copy of the minutes of the previous meeting well in advance of the next meeting.
- ❖ Minutes of board meetings can be distributed to save time at meetings.
- ❖ Copies of executive committee and board of director meetings are customarily distributed to each member.
- ❖ General membership meeting minutes can be posted on a bulletin board or printed in a newsletter.
- ❖ If minutes have been previously distributed, they can be approved without reading, "approved as distributed."

## MISCELLANEOUS INFORMATION

In the absence of a secretary, a secretary pro tem should be elected.

Record the action. When the meeting begins, key your notes to match numbered items on the agenda.

Bylaws, rules and resolutions are adopted.

Reports and resignations are accepted.

Minutes are approved.

It is permissible, if the organization meets less often than quarterly, to authorize a committee to approve the minutes on behalf of the assembly. An annual convention is a good example. It would be futile to get the minutes one year later.

**Board members should remember  
that if it is not recorded  
in the minutes,  
it did not happen.**

# SAMPLE MINUTES

Sample minutes follow. An example is given of the outline form and paragraph form. Either is acceptable.

**ABC Elementary PTA  
Board of Directors Meeting  
ABC Library  
April 1, 2018**

## Call to Order

The meeting was called to order at 9 am by President Jane Doe. Sue Smith, secretary.

## Opening

John Doe gave the inspiration and led the Pledge of Allegiance.

## Roll Call

Jane Doe, Sue Smith, John Doe, Mary Jones, Bill Williams, George Johnson, George Cross.

## Minutes

The minutes of the March 1, 2018 meeting were approved as printed.

## Treasurer's Report

Mary Jones reported a beginning balance of \$1,230.00, receipts of \$200.00, disbursements of \$130.00 and a balance as of April 1, 2018 of \$1,300.00. Report attached.

## Correspondence

Sue Smith read a note of thanks from grant winner, Bill Williams.

## Reports of Standing Committees

### Hospitality

**A MOTION** was made by George Johnson and seconded to provide snacks for the teachers every Friday. **MOTION FAILED.**

## Reports of Special Committees

### Traffic Committee

**A MOTION** was made by John Cross and seconded that the ABC PTA petitioned the city council to place a four way stop sign at the intersection of Fifth and Walker Streets. **MOTION ADOPTED.**

## Program

Sam Wright, DOTD, presented information about the Safe Routes to Schools Program.

## Adjournment

There being no further information to come before this board, the meeting was adjourned at 10:30 am.

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Sue Smith, Secretary

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Approved

# MOTION FORM

I move to/that \_\_\_\_\_

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Printed name of maker of motion \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## FOR SECRETARY'S USE

Meeting \_\_\_\_\_

Date \_\_\_\_\_

Motion number \_\_\_\_\_

Adopted \_\_\_\_\_

Amended \_\_\_\_\_

Failed \_\_\_\_\_

Withdrawn \_\_\_\_\_