



# CATHEDRAL SCHOOL

## Cathedral School Advisory Council Guidelines for Recording Secretary

The Bylaws of the Cathedral School Advisory Council establishes Guidelines for the Secretary:

1. A copy of the minutes shall be submitted to the principal within a week of the meeting for approval;
2. All supporting materials (e.g., minutes) should be distributed to Advisory Council members at least five days prior to the meeting.
3. The minutes of the previous meeting are approved at the next meeting.

*Robert's Rules of Order*, relevant portions of which are listed below, fixes the manner in which minutes are to be recorded. In short, *Robert's Rules* proscribes the following:

1. Minutes are to record what is *done*, rather than what is *said* by the members;
2. There are key pieces of information that should be in the minutes:
  - a. The kind of meeting;
  - b. Name of Group;
  - c. Date and place of meeting;
  - d. Presence of members;
  - e. Approval of minutes;
  - f. Main motions, points of orders;
  - g. Reports of Committees;
  - h. Hours of meeting and adjournment

**The Minutes.** The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. The essentials of the record are as follows: (a) the kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special";

(b) name of the assembly;

(c) date of meeting and place, when it is not always the same;

(d) the fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes,

(e) whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings;

(f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn;

(g) and usually the hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.

In some societies the minutes are signed by the president in addition to the secretary, and when published they should always be signed by both officers. If minutes are not habitually approved at the next meeting, then there should be written at the end of the minutes the word "Approved" and the date of the approval, which should be signed by the secretary. They should be entered in good black ink in a wellbound record-book.<sup>1</sup>

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published. **In the meetings of ordinary societies and of boards of managers and trustees, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members.**

*Robert's Rules of Order Revised, Fourth Edition, on-line publication, 2013, at Art. X, §50, available at <http://www.rulesonline.com/rror-10.htm>.*