

## National Assn of Parliamentarians Study Guide Meeting Minutes

The secretary records in the minutes

- a. what was said in the meeting.
- b. the opinion of the secretary.
- c. what was done in the meeting.

When a count has been ordered on a motion, the secretary records in the minutes

- a. the number of votes on each side.
- b. only whether the motion was adopted or lost.
- c. the votes on each side and abstentions.

The minutes of a special meeting are approved

- a. at the next special meeting.
- b. at the next regular meeting.
- c. at a special meeting called for such purpose.

The chair asks for approval of the minutes in the following manner:

- a. "Are there any corrections to the minutes?"
- b. "Are there any additions or corrections?"
- c. "Are there any additions or deletions?"

When minutes are approved by a committee appointed for that purpose, the assembly

- a. can make additional corrections.
- b. cannot require excerpts read from the minutes.
- c. cannot change the minutes.

Corrections to minutes

- a. may be made only immediately after they are read to the assembly.
- b. may never be made after being accepted by the assembly.
- c. may be made at any time a mistake is discovered.

**TRUE or FALSE.** Mark T if the statement is true or F if it is false.

T: F: Minutes should record all main motions whether they are adopted or lost.

T: F: The name of the seconder should be included in the minutes.

T: F: Minutes should be signed using the phrase, "Respectfully submitted."

T: F: By a majority vote, the reading of the minutes can be dispensed with—that is, not carried out at the regular time but must be approved at some later time.

T: F: If a draft of the minutes has been sent to all members in advance, it is presumed that the members have read them and the minutes are not read unless requested.

T: F: When the minutes are approved, the word *Approved*, with the secretary's initials and date, should be written below them.