

## DOs & DON'Ts ON WRITING MINUTES

### Lutheran Women's Missionary League—Canada

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Minutes are the official record of proceedings of an organization. Minutes must be accurate; they are the legal and historical record of the society.

- DO use a copy of the agenda as a guide in taking minutes and in writing them.
  - DO record the name of the maker of the motion, but not of the seconder.
  - DO record the full names (e.g. Mary Smith, not Mrs. Smith or Mary) of all officers and committees from whom reports are received at the meeting, and only pertinent facts of these reports.
  - DO record all lost motions as well as those which are adopted.
  - DON'T record any motions which are withdrawn.
  - DO record the names of persons appointed to committees and elected to office.
  - DO capitalize titles of all officers (elected and appointed) and committees.
  - DO record the number of votes in a vote by ballot or in a counted vote.
  - DO write the minutes as promptly as possible after a meeting.
  - DO be specific when recording corrections in the minutes. Record the date, page, and line in the minutes of the meeting in which the corrections are made.
  - DO give the name of a speaker and the title of the speech but not a summary of the speech.
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- DON'T state the context of the devotions.
  - DON'T record discussion unless directed by the assembly to do so.
  - DON'T record personal opinions.
  - DON'T record an entire report in the minutes unless directed by the assembly to do so. (The minutes might state, "report attached to original of these minutes.")
  - DON'T include what the refreshments and decorations were.
  - DON'T include "Respectfully submitted" at the end of the minutes. It is already understood that a secretary is respectfully carrying out her responsibilities as an elected official of the organization.
  - DON'T forget to sign the minutes and to initial them after approval.

