

Demeter's Manual of Parliament Law
Beginning at the bottom of page 23 and the top of page 24

Essentials of Minutes

The secretary is not required to include in the minutes all that takes place at meetings. Generally speaking, only decisions should be embodied. A record is made of what is done, not what is said. Lengthy or detailed minutes are not necessary. The following constitute the most essential points for inclusion (others are not excluded):

1. Kind of meeting (as regular, special, etc.).
2. Name of the organization.
3. Date and place of the meeting; also presence of quorum.
4. Names of substitute officers.
5. Action taken on minutes of last meeting.
6. Main motions and resolutions whether adopted or lost, but not those withdrawn, and any and all other motions (such as postpone, table, refer, etc.) that were adopted.
7. Name of proposer of a motion (seconders name if required).
8. Reports of boards, officers and committees.
9. All required previous notices, such as notice to rescind, to reconsider, to amend the bylaws at the next meeting, all proper points of order and appeals, and all votes taken by hand or rising, ballot, roll call (or by mail, or proxy).
10. Any other action or proceeding worthy of record.
11. Hour of meeting and adjournment.
12. Socials or other events of the meeting occurring before, during or after the session, including names of guest speakers therein may be included for the record.