

PARLIAMENTARIN REPORT OCTOBER 8, 2016 La CROSSE DIOCESAN COUNCIL OF CATHOLIC WOMEN

THESE NOTES ARE FROM PAT REYMANN, PARLIAMENTARIAN FOR THE NCCW

Record what is DECIDED, not what is SAID.

DO- In the first paragraph record the name of the organization, the kind and date of the meeting, the name of the President/Chair, the time the meeting is called to order, the location, and whether the secretary is present.

Do-Record all Main Motions IN THEIR FINAL FORMS with their disposition. (Steps in making amendments do not need to be recorded.)

Do- Ask the Chair to request that motions be written out by the maker.

Do- Record all Points of Order, the rulings of the Chair and the Chair's reasons for her rulings.

Do- If the vote is counted, record the number of votes for both sides of a motion or each candidate.

Do- Record the time the meeting is adjourned.

Do- Transcribe the Minutes soon after meetings in the order in which the business was conducted.

Do- Be concise.

Do- Send draft minutes to Chair within a few days, as a courtesy.

Do- Resolve any differences of opinion concerning the Minutes at the next meeting.

Do- Sign Minutes with the date when they are approved.

Do- Keep an approved copy of the Minutes in a bound book or consecutively numbered binder/notebook.

Don't- Add editorial comments such as "inspiring", "delicious" or "lovely."

Don't Record the name of the person who seconded the motion (unless the organization has a rule that requires it).

Don't- Record vote abstentions (unless the person who abstains has a financial interest in the outcome).

Don't- Summarize debate, invocations or speeches.

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