

Recording Secretary Information

Items needed by the recording secretary for each meeting include:

1. Meeting agenda
2. Minutes book
3. Yearbook listing officers and chairmen
4. Bylaws and standing rules-chapter, state and national
5. *DAR Handbook and National Bylaws*, (a) online version if Internet is available at the meeting location or (b) printed version supplemented with notations of any updates posted on the DAR Members' Web Site
6. Robert's Rules of Order Newly Revised, latest edition
7. The use of a recording device can be of great benefit when preparing the minutes
8. The use of motion cards is recommended for accuracy, and they are filed with the minutes

NOTE: The online version of the DAR Handbook and National Bylaws is revised regularly to provide the most up-to-date information about the organization. The printed version, available from The DAR Store, is updated once every three years. A secretary preferring to use a printed copy should visit the DAR Members' Website and add notations of any changes to her printed copy.

How Minutes Should be Written

Robert's Rules of Order Newly Revised is the authority for the form of the minutes. Minutes need to include only what was done (actions taken) in the meeting, not what was said. The minutes should be written as soon as possible after the meeting to be precise and provide the most accurate record. A suggested outline for the minutes follows:

A. The first paragraph should state:

1. The type of meeting: regular, special, executive, or board of management.
2. The name of the organization (state/chapter).
3. The date, time and location of the meeting.
4. That the Regent and Recording Secretary were present or, in their absence, the names of their substitutes.
5. Whether the previous meeting's minutes were approved as read or distributed or approved as corrected and the names of those approving the minutes, if a committee was appointed.
6. Indicate if a quorum was present.

B. The body of the minutes should contain a separate paragraph for each subject and should include:

1. All main motions along with the name of the member making the motion, but not the name of the person who seconded the motion.
2. If a motion or recommendation comes from a committee, it does not need a second.
3. The final wording of the motion as adopted or disposed, and whether the motion was

debated, amended, or temporarily disposed of, as well as any secondary motions.

4. The disposition of each motion and any amendments to the motion that were pending, including whether the disposition was temporary.

5. All points of order and appeals, whether sustained or lost, together with the reason given by the Regent for her ruling.

6. When a count has been ordered or the vote is by ballot, the results of the vote should be recorded.

C. Officer and committee reports may be filed with the minutes, summarized by the Recording Secretary in the minutes, or, if ordered by the assembly, entered in full into the minutes.

D. The name and program topic of a guest speaker may be mentioned, but contents should not be summarized.

E. The last paragraph should state the hour of adjournment.

NOTE: While preparing the minutes, if there are any questions, work directly with the Regent who provides clarification. A copy of the minutes should be sent to the Regent immediately upon completion to assist in preparing the agenda for the next meeting. Once approved, the word “Approved” should be written on the minutes along with the Secretary’s signature and date of approval. The words *respectfully submitted* are no longer necessary. At this point the minutes become a legal record for your chapter or state society.

SAMPLE MINUTES

Captain John Doe Chapter, NSDAR
Regular Monthly Meeting Minutes
July 19, 2012

The regular monthly meeting of the Captain John Doe Chapter was called to order by Regent Cindy Smith, at 1:00 p.m., on Saturday, July 19, 2012, at the home of Lila Jones, in Hart, California. Recording Secretary Nancy Swift was present.

Regent Smith and Chaplain Mary Wilson led the opening ritual.

The Pledge of Allegiance was led by Toni Page, The Flag of the U.S.A. Committee Chair.

The American’s Creed was led by Americanism Committee Chair Pat Peters.

The National Anthem was led by Barbara Adams.

The President General’s Message was read by Vice Regent Sally Steamer.

National Defense Committee Chair Marie St. John reported.

Regent Smith welcomed 28 members, guests, and prospective members to the meeting. The following prospective members were present: Gladys Martin, Susan McDoogle, and Judy Cray. Guests included Howard Jones, husband of member Lila Jones. A quorum was present.

The minutes of the June 5, 2012, meeting were approved as corrected.

The treasurer's report was given by Chapter Treasurer Elizabeth Duncan. She reported that as of June 1, 2012, the chapter has balances of \$3,000 in savings and \$600 in checking. All 65 members have paid dues. The treasurer's report was filed.

Regent Smith reported that she has appointed Sandy White to be the new DAR School Committee Chair to replace Abigail Clinton, who is now deceased.

Public Relations Chair Doris George reported on the activities of her committee and moved that the chapter pay to have brochures produced and printed to be distributed to local libraries and chambers of commerce, cost not to exceed \$600. Motion carried. By general consensus, the chapter agreed that Doris George will design the brochure, obtain three printing bids, and will report again at the September chapter meeting.

Regent Smith introduced the guest speaker, Carol Thomas from Hamilton Jewelers, who presented a program on the DAR Insignia. At the conclusion of the program, Regent Smith thanked Ms. Thomas and presented her with a gift from the chapter. Regent Smith thanked the hostesses for the meeting, Lila Jones and Sarah Holley. Regent Smith made the following announcements:

1. The next meeting of the Captain John Doe Chapter will be on September 1, 2012, at 12:00 p.m., at the Denny's Restaurant on Alameda Avenue in Hart, California.
2. The meeting of the Southern Council will be held at the Beverly Hills Marriott Hotel on September 26-27, 2012. Registration forms are available on the California Members' website, or by contacting Regent Smith.

The meeting adjourned at 3:05 p.m.

Nancy Swift

Recording Secretary

Date Approved: September 1, 2012