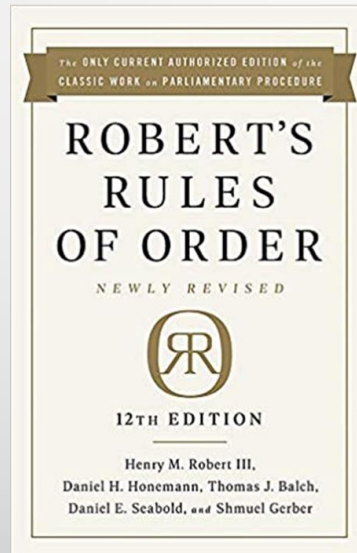


“The Minute (that’s MI -NOOT!) Details of Minutes in RONR 12.”



Presented by Kevin Connelly, PRP

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Objective:

- 1. Review Purpose and Content of Minutes of a Meeting
- 2. Highlight Details of Minutes as provided for in the 12th edition of *Robert's Rules of Order Newly Revised* (RONR12) which are either different from or expound on those in RONR11.

What are Minutes?

- A written record of actions taken at a meeting – what was done.
- Mainly, motions and reports given orally.

What Minutes are Not!

- What was said at the meeting – debate, opinion.
- A transcript.
- The secretary's opinion!

Thoughts on Minutes:

- Keep 'em brief as possible – but include everything necessary.
- To paraphrase Abraham Lincoln, “As long as the trousers cover the legs...”
- A thought read in a parliamentary newsletter:
Minutes should be like a lady’s dress – Short enough to keep it interesting, but long enough to cover the essentials.”

Contents of Minutes

(As per RONR12)

Note: Your society may have different rules requiring what goes in your minutes; as outlined in your Special Rules of Order

1st Paragraph:

- Kind of Meeting – Regular, special, adjourned.
- The name of the organization.
- The date, time, of the meeting (and the place, if it is not always the same).
- The presence of the regular chairman and secretary, or their substitutes.
- Whether the minutes of the previous minutes were read and approved – “as read, or as corrected.

Contents of Minutes

(As per RONR₁₂)

- Each Additional Paragraph:
- A different subject matter.
- All main motions or motions to bring a main question again before the assembly, with the exception of any that were withdrawn, and their final disposition (adopted, lost, postponed, laid on the table, etc.)
- Secondary motions that were not lost or withdrawn – only if necessary for clarity or completeness!

Contents of Minutes

(As per RONR12)

- Each Additional Paragraph, continued:
- The substance of oral committee reports.
- All notices of motions
- All points of order and appeals, the outcome, and the chair's reasons for his/her ruling
- The chair's "naming" of an offending member as part of disciplinary procedures, and disorderly words used that the member used.

Contents of Minutes

(As per RONR12)

- Last paragraph:
- 1. The time of adjournment.

Additional Rules on Content of Minutes

- Name of the maker of a main motion is included, but not the name of the seconder.
- The number of votes on each side when a counted vote is taken.
- A full tellers' report when a vote is taken by ballot.
- Roll call votes – the names of those voting on each side, whether any voted “present.” instead, and the total number of each.
- If members fail to respond on a roll call vote, enough of their names must be recorded to indicate that a quorum was present during the vote.

Signature

- Minutes are signed by the secretary, and sometimes by special rule or custom, additionally by the president.
- The words “Respectfully submitted” are outdated and typically are no longer used.

Approval of Minutes

- Normally done at the next meeting in organizations that meet regularly or frequently.
- Special meetings do not approve minutes of a previous session unless called specifically for that purpose.
- For sessions lasting longer than a day, the minutes of the previous day are typically read and approved. An adjourned meeting approves the minutes of the meeting that established the adjourned meeting.

Approval of Minutes, continued

- A motion to “Dispense with the reading of the minutes” can be made and adopted by a majority vote.
- This does not omit the reading of the minutes altogether, but delays the process, and the minutes can be taken up by a majority vote without debate later on. It is much like “Take from the table.”
- If the minutes are not taken up before the meeting adjourns, then they are read and approved at the next meeting before any later minutes are taken up.

New to RONR 12

- Clarifies other items that may go in the minutes, and the procedure for doing so:
- 48.3 “To modify the rules governing what is regularly to be included in the minutes requires adoption of a special rule of order, although a majority vote may direct the inclusion of specific additional information in the minutes of a particular meeting.

New to RONR 12

- Counted votes recorded only on motions that would otherwise be recorded in the minutes. 48:5(2)(a)
- Ballot vote: the full tellers report is recorded. 48:5(2)(b)
- Roll call vote: if members who are present fail to respond, enough of their names must be recorded to indicate that a quorum is present.

New to RONR 12

- Committee Reports that are ordered included in the minutes may be attached, as opposed to copying them in full in the body of the minutes.
----48:5(5)
- (RONR 11 stated that the reports be should be copied in full in the body).

New to RONR

Another exception to the time at which minutes can be approved:

If the assembly will dissolve at the close of the present meeting, such as in a convention. 48:12

In such a case, any minutes should be approved before the final adjournment, or authorization should be provided for a body to approve the minutes afterward.

New to RONR 12

Approval of minutes at a Special Meeting:

Provides for a special meeting to approve the minutes of the previous meeting if the meeting was called for that purpose.

48:9

New to RONR 12

- If minutes are sent to members in advance of the meeting:
 1. Must be clearly marked as “draft”
 2. Presumed that members have had an opportunity to review the minutes; they are not read unless requested by a member.
 3. Typically sent with the meeting notice.
 4. The secretary's corrected version is official.

41:12

New to RONR 12

- Minutes Approval:

In RONR 11, “The only proper way to object to the approval of the secretary’s draft of the minutes is to offer a correction to it.

Also true in RONR 12, but now can also attempt to “refer” or postpone to a certain time. 41:11n3

New to RONR 12

- Minutes Approval:

Dispense with the reading of the minutes can be made at any time they are pending for approval – even if already read or corrected.

Can be taken up again under the same rules as “Take from the Table”

48:11

New to RONR 12

- Once approved:

In RONR 11, the word “Approved” is written on them with the secretary’s initials and date below.

In RONR 12, it can be either the secretary’s initials or the signature of the chairman of the approving committee.

The secretary prepares a fully corrected version to distribute to the members and for the minute book. 48:14

New to RONR 12 – Lastly!

- Amend Something Previously Adopted: approved minutes can be amended at a later time, even years later.

However, “In such a case the content of the original minutes must not be altered, although it may be advisable for the secretary to make a marginal notation indicating the corrected text or referring to the minutes of the meeting at which the corrected was adopted. The minutes of the latter meeting must include the full text of the motion to Amend Something Previously Adopted...” 48:15

Questions?

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