

Minutes Guidelines for Secretaries

- Secretary takes roll call and ensures a quorum is established (50% of voting members plus 1).
- Minutes are a legal record of the meetings.
- Anything that is set as a policy, board structure change, event dates/locations, or a financial expense for the chapter should be put in a motion, voted on, and recorded in the minutes. (*Tip: have extra motion forms on the table at each meeting; if not sure if one should be completed please complete one anyway*).
 - Minutes are not a record of side conversations or a reminder document for leaders and staff.
 - Refrain from adding any personal comments into the minutes.
- If Secretary is not present, ask past-president to take minutes.
- Provide board members a copy of the minutes within 10 days of the board meeting.
 - Include Committee reports in the minutes.
- Approve minutes at the next convened board meeting or by email vote. If emailing, there needs to be 100% reply and approval.
- Submit approved minutes/motion forms/committee reports monthly to: NEWH, Inc. Email Sarah Von Deck: sarah.vondeck@newh.org (send even if a non-quorum meeting).
 - Let Sarah know if you did not have a meeting for the month-this is mandatory for compliance.*
 - **Chapters are required to hold at least 10 Board of Directors Meetings per year.*
- Minutes, Agenda, Motion form templates available on NEWH website.