**RECORDING SECRETARY ROUND TABLE NOTES**

**SCCQG JULY 14, 2018 MEETING**

* Always have an agenda from the President (easier to keep yourself organized if you have an agenda)
* Include Call to Order (time, date, where, who is presiding, who is recording secretary) and Adjournment (time, who adjourned the meeting)
* If a Board meeting, include names of Officers present.
* Present Minutes of previous meeting for approval
* Only necessary to include person’s name who makes the movement. Include motions in bold for easy reference.
  + **“It was moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, seconded and unanimously approved that the minutes of \_\_\_\_\_\_\_\_\_\_ be adopted as distributed”**
* Minutes should include announcements, officer and committee reports, key points, decisions made & motions.
* Not necessary to take verbatim notes; be brief! Do not include items that were not discussed.
* Do not be afraid/nervous to stop the meeting to clarify a point or get the name of someone reporting/making a motion, etc.
* Transcribe minutes as soon as possible after the meeting while your memory is fresh.
* Send draft of minutes to officers and ask for their comments and corrections before publishing to the entire group.

Use Robert’s Rules of Order, Newly Revised, In Brief as reference.

Gerry Olsen, SCCQG Parliamentarian, is an excellent reference and happy to help: [parliamentarian@sccqg.org](mailto:parliamentarian@sccqg.org)