**MEETING MINUTES GUIDELINES EXAMPLE**

Minutes are the official record of meeting proceedings.

**Minutes are a necessary legal document.**

All minutes of ASIS meetings should begin in the following manner:

**(MEETING NAME)**

**(DATE OF MEETING)**

**(LOCATION OF MEETING)**

Names of members present:

The meeting was called to order by Chair **(NAME)** at **(TIME)**.

Ms. Jones moved that the minutes of the ( ) meeting be approved as written or approved as changed. Mr. Smith seconded the motion. The motion passed. (If changes are made, note item number in previous minutes, state old language in quotes and language that replaces it in quotes. For example, Item 2, "X" replaces "Y".)

The following steps should be taken in the body of the minutes.

1. Number sections of minutes according to numbered agenda items. Attach agenda to minutes.
2. Write minutes as a record of the actions considered and accomplished at the meeting, not as a recitation of each statement made by those attending or a reflection of the variety of views expressed.
3. If a motion is made, use the following format: "Ms. Jones moved that \_\_\_\_\_\_\_. Mr. Smith seconded the motion. The motion passed/was defeated/by a vote of X to Y (only if a vote count was taken). Again, do not record the various views expressed regarding each action.
4. Actions taken by individuals, subcommittees, or entities acting on behalf of all those attending the meeting that occurred since the last meeting should be ratified and reflected in the minutes.
5. If a matter is referred to legal counsel, this should be noted.
6. Minutes are the only official record of a meeting, and all early drafts of meeting minutes and notes or recordings made to assist in writing them should not be retained once the minutes have been reviewed and approved.
7. Minutes should be distributed to those entitled to receive them.
8. Minutes should not be signed.

The next meeting will take place **(DATE, LOCATION)**. (Use only if known.) The meeting adjourned at **(TIME)**.