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**Best Practices for Recording and Storing District Minutes**

**Why?**

Properly recording and retention of District Minutes is important for documenting District decisions and votes. Additionally, the district meeting minutes are important documents of record that assist in the smooth transition as officers rotate from their leadership positions.

**Who?**

District Secretary should record and upload meeting minutes. Per the District Bylaws Article V, Section 4, “*The Secretary shall attend all meetings of the District Officers and members and be responsible for ensuring that all actions and the minutes of all proceedings of the District Officers and members are recorded in a book to be kept for that purpose, and shall be responsible for all documents and records of the District, except those connected with the office of the Treasurer. The Secretary shall give or cause to be given any required notice of meetings of the District Officers and members, and shall send to all District Officers and members after each meeting copies of all said actions and minutes of said proceedings… If the District does not have a Secretary in place, the District President is responsible for fulfilling or delegating the duties of the Secretary*”.

**What?**

Minutes should be taken during board meetings to document board actions, decisions, and deliberations. Minutes should include the following:

* Date/time
* Attendance and whether a quorum was present.
* Voting on the passing of the prior meeting’s minutes
  + Minutes should be emailed to the board prior to the next meeting, so that they may be reviewed and approved at the following meeting
* Main discussions and votes throughout the meeting
* this can be outlined ahead of time based on your meeting agenda
* When the meeting adjourned
* Minutes should remain factual and concise. Minutes should not include opinions or judgments

**When?**

Minutes should be taken at board and business meetings. Minutes do not need to be recorded for informal meetings with district membership unless a vote is being taken. Minutes from board meetings may be shared with membership, from time to time, at a member meeting.

**Where?**

The District can decide between uploading to their specific [District page](https://www.mbaa.com/districts/Pages/default.aspx) (notify staff if assistance is needed with creating a secondary page) or their specific District [Community page](https://community.mbaa.com/home) in the Library tab.

**How?**

Develop a working template that is uniform for each meeting (using the bullet points above). Having a template to follow will also help to ensure the meeting sticks to its agenda. Example template below:

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**District Meeting Minutes Template/Checklist**

1. **Attendance:**

Officers present:

Officers absent:

1. **Meeting called to order date/time**

Meeting was called to order at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A quorum \_\_\_\_\_\_\_\_\_\_\_\_ (was/was not) present.

1. **Approval of last meeting’s minutes**
   * **Seconded**
   * **Approved**
2. **Motions Discussed**

Main motion:

* + **Seconded**
  + **Approved**

Main motion:

* + **Seconded**
  + **Approved**

Main motion:

* + **Seconded**
  + **Approved**

1. **Meeting adjourned date/time**

Meeting was adjorned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Next meeting is at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.