

Conducting a Meeting: Secretary



The secretary should bring a copy of the current *DLA Handbook* to every meeting.

Minutes from Previous Meeting

The secretary can distribute the draft minutes prior to the meeting or may read the draft at the meeting. If corrections need to be made, a new copy of the minutes will be prepared for the files.

Current Minutes

Include:

- The name of the organization, board, or committee
- The date and time of the meeting
- The location where the meeting was held
- The name of the presiding officer and secretary
- The time the meeting commenced
- If Executive Board meeting, the names of attendees
- If Membership meeting, the number of DLA members attending
- A statement that the President (or presiding officer) established that a quorum was present. (There are 10 voting members on the DLA Executive Board)
- Statement of the disposition of previous minutes (were they approved) and state if corrections were made
- Reports of officers given (name and office). If brief include a summary. If lengthy, add as attachment
- Reports of committees given (name and committee). If brief include a summary. If lengthy, add as attachment
- The exact text of any motions and whether adopted, defeated, or postponed
- Name of person who made motion, and if possible, name of who seconded a motion
- Votes: If a counted vote, list the number for and against
- All actions assigned, whether to a committee or an individual

- The time the meeting adjourned
- The secretary's signature (or name if electronically delivered)

The draft minutes, once approved, will be signed by the secretary and dated with the date of approval.