

Subject: Meeting Agenda & Minutes	Initial Date: 06-23-06	
Responsibility: Secretary, President	Date Reviewed: 07-15-06	
Approved by: SCV-CAMFT Board of Directors	Date Revised: 07-28-06	P&P 101 – Appendix D

101 MEETING MINUTES

I. Purpose

The purpose of this document is to provide policies and procedures for the creation, dissemination, correction, and recording of board meeting minutes.

II. Policy

It is the policy of the chapter to record the content of board meetings in such a way that the board has ample opportunity to make any corrections to the minutes and to ensure that a hard copy is on file for future chapter members and board members.

III. Procedures

- A. Two weeks prior to the board meeting the Secretary sends out an email request for agenda items from all board members, which are due from board members within 5 days.
- B. The Secretary, in concert with the chapter President, creates the agenda for the upcoming board meeting and labels it version 1.0 (Appendix D is a sample).
- C. 5 days prior the board meeting, the agenda is sent out to all board members via email for perusal and possible minor corrections.
- D. After minor corrections, a hard copy of the agenda is labeled Version 2.0 and copies are provided at the Board meeting.
- E. The Secretary takes notes at the board meeting.
- F. Within 3 days after the board meeting, the Secretary sends the minutes (labeled Version 1.0) to all board members for corrections.
- G. Within 1 week, the corrections are sent to the Secretary for editing.
- H. Within 1 week the corrections are sent again to the board as Version 2.0.
- I. If no other corrections are requested, then this is the version that will go before the board for approval at the next board meeting.
- J. To approve the minutes at the next board meeting unanimous consent of the quorum present is suggested, but a vote could be taken if there is a dispute.
- K. Historically, meeting minutes were read at the board meeting before they were approved. Since the advent of email, which allows advance reading, this is no longer necessary – unless someone objects. Please see the quote at the end of this document for the actual text from Robert's Rules of Order, Newly Revised, 9th Edition – underlined emphasis added.
- L. If there are no further corrections at the board meeting, the Secretary can sign the minutes in blue ink, which are filed at the SCV-CAMFT administrative office of the Chapter Coordinator.

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)
Policy and Procedure Manual

Subject: Meeting Agenda & Minutes	Initial Date: 06-23-06	
Responsibility: Secretary, President	Date Reviewed: 07-15-06	
Approved by: SCV-CAMFT Board of Directors	Date Revised: 07-28-06	P&P 101 – Appendix D

M. In the unlikely event that there are still corrections at the board meeting, the Secretary can still make corrections over the next several days and sign them in blue ink and file them at the administrative office. The corrections shall be recorded in the minutes from the meeting where corrections are requested. The corrections shall be documented in the following format: “Minutes approved from board meeting dated (date) with the following specific corrections (specific corrections).” The corrections will be made and filed at the SCV-CAMFT administrative office of the Chapter Coordinator

Robert's Rules of Order, Newly Revised, 9th Edition:

"After the presiding officer has called the meeting to order... and after any customary opening ceremonies, the meeting proceeds through the different headings in the order of business."

"Reading and Approval of Minutes. -- The chair says, 'The Secretary will read the minutes.' In all but the smallest meetings, the minutes are read by the secretary standing. In organizations where copies of the minutes of each previous meeting as prepared by the secretary are sent to all members in advance, the actual reading of them aloud may be waived if no member objects. In either case, the chair then asks, 'Are there any corrections to the minutes?' and pauses. Corrections, when proposed, are usually handled by unanimous consent. It is generally smoother to do the approval of minutes also by unanimous consent although a formal motion to approve them is not out of order. Such a motion is normally unnecessary unless, for example, there has been a dispute over the accuracy or priority of something in the minutes. Whether or not a motion for approval has been offered, the chair may simply say, 'If there are no corrections [or 'no further corrections'], the minutes stand [or 'are'] approved [or 'approved as read,' or 'approved as corrected'].' If for any reason there are minutes of other meetings in addition to the last meeting that have not been read previously, they are taken in the order of date."

"The practice of sending to all members advance copies of the minutes as drafted by the secretary has both advantages and disadvantages. It is natural for the members to prefer to study the minutes beforehand to be better prepared to offer corrections; and this procedure generally saves time when the minutes come up for approval. On the other hand, the minutes do not become THE minutes and assume their essential status as the official record of the proceedings of the society until they have been approved; and before this happens, the secretary's draft may be materially modified in the correction process. Members may miss some of the corrections or neglect to mark them on their copies -- or may not get them right unless the chair repeats them carefully -- with the result that many inaccurate copies of the true minutes as finally approved are likely to remain in existence. Only the secretary's corrected copy or a retyping of it is official in such a case."

-end-