



Delta Gamma

1873

Guidelines for Taking Effective Minutes

- Watch DG's [Taking Minutes 101](#) 4-minute training
- Effective minutes should give someone who was not in attendance a snapshot of the meeting and cover the important takeaways from the business conducted.
- Always include:
 - Type of meeting
 - Date
 - Who attended
 - for a CMT meeting list officers present
 - for a chapter business meeting list number present, number absent, and if quorum was met (see bylaws and standing rules for what constitutes quorum for your chapter)
 - Place of meeting (chapter room, auditorium, etc.)
 - Time the meeting was called to order and the time it was adjourned
 - Any motions made and whether the vote passed or failed
 - Time and place for next meeting
- Start with your meeting agenda
 - Go down through each officer by rank
- Keep details to a minimum:
 - What would be pertinent to future discussions?
 - No need to include discussion or debate
 - Think actions assigned and decisions made
- When a motion is made:
 - Use a bullet to show the motion
 - Write the name of the person that makes the motion (no need for second's name)
 - Record whether the motion passed or failed
 - Do not record the amount by which it passed or failed
 - Example:

- Jane Doe moved to... “Motion passed” or “Motion failed”
 - Jane Doe moved to approve the Bylaws and Standing Rules as presented. Motion passed.
- Must record votes to move funds and assess new charges in the minutes or funds can’t be moved or assessed.
 - Examples:
 - Jane Doe moved to approve the Fiscal Year 2017/2018 budget. Motion passed.
 - Jane Doe moved to spend _____ (dollar amount) from accumulated surplus on _____ (brief explanation of project/expenditure). Motion passed.
 - Jane Doe moved to adjust the new member activities budget to \$2000 from \$3000 and the new member supply budget from \$1000 to \$2000. Motion passed.
 - Jane Doe moved to charge each member of the chapter \$15 to cover the loss of income due to quota being 10 less than budgeted. Motion passed.
- Review your notes soon after the meeting to complete the minutes
- Use the same tense throughout
- Avoid inserting personal opinions – just report the facts