

The idea of taking good minutes may seem like a difficult task best left to a really good typist. But, this is not really the case. The fact of the matter is, minute-taking is a simple and easy process if you follow the AMG guide to minute-taking.

First of all, remember, minute taking is a record of what was done, not what was said. Once this is understood, it is quite easy to record the actions taken. Frankly minutes that leave out who said what and stick to actions taken are much more useful.

Using this helpful guide as a template to record all the actions taken by your board will help to ensure that a good record of your association's actions are recorded.

TIP: Minutes are a record of what was done at the meeting – NOT what was said by members or guests. Use a separate paragraph for each subject matter.

MINUTES OF ASSOCIATION MEETINGS INCLUDE:

- Type of meeting (board, annual, special, adjourned)
- Names of members attending
- Date and time of meeting
- Place of meeting, if varies
- Name of presiding officer and Secretary
- Whether minutes of previous meeting were read and approved



TIP: It is often easier to attach the wording of a motion as an exhibit.

NO NEED TO INCLUDE:

- Procedural secondary motions (such as motions to limit or close debate, recess, etc.)
- Withdrawn motions
- Points of order and appeals, whether sustained or lost

TIP: Minutes should not include: seconder's name, remarks by members or guests, or personal opinions.



ALSO INCLUDE:

- Names and votes if roll call vote is taken
- Time of adjournment
- Signature of Secretary

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Minute Taking Made Easy



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The following pages offer a simple to follow, fill in the blank set of minutes. Use multiple copies for several motions.

CALL TO ORDER

The meeting was called to order by _____ (President)
at _____ (time) in the _____ (room or location).

QUORUM ESTABLISHED

Members listed below or on exhibit _____ were present.
(For smaller meetings, simply list the numbers who were present below.)

APPROVAL OF PREVIOUS MINUTES

A motion was made by _____ (person) to approve
the minutes from the _____ (date) meeting.
(Pick one)

- ☐ Adopted
- ☐ Failed
- ☐ The minutes were amended as follows:
_____.

COMMITTEE REPORTS

Committee reports attached (list as exhibits) were presented to the board of directors.

SPECIAL ORDERS, UNFINISHED AND NEW BUSINESS MOTIONS
(The following section should be repeated for each motion.)

A motion was made to: _____
by _____. The motion was
seconded. After debate, the motion was adopted / not adopted.

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by _____. The motion was
seconded. After debate, the motion was adopted / not adopted.

ADJOURNMENT

The meeting adjourned at _____ (formal vote does not need to be recorded).
The above minutes submitted on this the ____ day _____ 20____
By: _____, (Secretary, Assistant
Secretary or other) Approved at _____ meeting.

Minute Taking Made Easy is part of a series of HOA Guidance booklets prepared by Association Management Group (AMG) for clients of the firm and friends. It is intended to provide general information.

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This booklet does not constitute legal advice. Requirements vary by circumstance, association, state statutes and other factors. For specific requirements consult an attorney who can give guidance based on your particular situation. This booklet is only designed to share a simple minute taking model which may or may not fit your circumstances.

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