



***Got a few minutes?***

# **LEARN ABOUT MINUTES!**

## **What are Minutes?**

- The official record of the proceedings of the group.
  - Accurate record that a meeting was held.
  - Captures the *substance* of the official action taken by the group.
- “Substance”—an intelligible abstract or synopsis of the essential elements of the official action taken... including the subject matter of a motion, the persons making and seconding the motion and the roll call vote on the motion. { 985.01(6) }

## **What’s included in the Minutes?**

- Name of the organization.
- Date, time, and place of the meeting.
- Members present.
- Action on the minutes of the previous meeting.
- Exact wording of each motion, the name of the maker, and whether it passed or failed.
- For reports, the name of the committee and the reporting member.
- The hour of adjournment.

## **What’s NOT included in the Minutes?**

- Opinions of the secretary.
- Judgmental phrases—“members expressed total confidence”, “someone gave a lengthy report.”
- Discussion.
- Motions that were withdrawn.
- Detailed reports.

## **Just Remember...**

- Minutes should focus on what the group ***did***, not on what was ***said***.
- What was:
  - Announced
  - Reported
  - Discussed
  - Ordered
  - Commitments made
  - Decisions made

## **Example of how to record a motion:**

“John Doe moved and Jane Smith seconded that we spend \$50 on trophies.  
Motion carried.”



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