



COMMITTEE MEETINGS

Part 7: A Secretary's Satchel - Guide for Secretaries

New laws for Victorian incorporated associations

In November 2012, the laws regulating Victorian incorporated associations changed. The *Associations Incorporation Act 1981* (the old Act) was replaced with the *Associations Incorporation Reform Act 2012* (the new Act). This Secretary's Satchel reflects the new laws. It is important to understand how the law has changed – **please read our [Transitional Guide](#) first**. Once you've read this guide, then go to the Secretary's Satchel.

One key change is that the old role of “Public Officer” has changed to a new role of “Secretary”. The responsibilities of the public officer under the old Act are now to be carried out by the secretary under the new Act. For more information about the role of the secretary, see [Part 3: Secretary's Legal Role, Powers and Duties](#). Your organisation may already have a secretary (who is different to your Public Officer). See our [Transitional Guide](#) to understand who the secretary under the new Act is now.

Important! Rules changes affecting *all* incorporated associations

From 26 November 2012 there are new laws for incorporated associations. There are also new matters that must now be covered by an organisation's rules, and new model rules. You need to understand how and when the new laws (and **new model rules**) apply to your group. For example, if your organisation uses the model rules under the old Act (**old model rules**), there are transitional arrangements that apply. If your organisation uses its own rules, the new laws may impact on your existing rules – you may have new model rules automatically included in your rules.

Go to our [Transitional Guide](#) to find out more about the new laws and rules – and how they apply to your organisation.

COMMITTEE MEETINGS

This Part of the [Guide for Secretaries](#) covers preparing for, conducting and minuting committee meetings of an incorporated association in Victoria.

Key Points

1. What is a committee meeting?

A committee meeting is a meeting of the association's committee (or 'governing body'). Sometimes these are called board meetings.

2. What is a notice of meeting?

A notice of *meeting* is a written notice that a meeting is to take place at a specified time. A notice of *motion* is a notice, given by a member of the organisation, that proposes some decision or action be discussed and voted on at the next meeting.

3. Giving notice of a committee meeting

This Part sets out the requirements for notices of committee meetings of the organisation's committee members. A sample notice and checklist tools are provided.

4. Procedures for a committee meeting

The legal requirements and common procedure at meetings of the committee are set out in this Part.

5. Voting methods

There is a range of ways in which votes at committee meetings are taken. A variety of voting methods are set out in a tool in this Part.

6. What are "minutes"?

Minutes are a written record of what was discussed and decided at a meeting. One of the key legal tasks of the secretary is to make sure that accurate minutes of the organisation's committee meetings are taken, and that these are kept in a safe place.

Both the *Associations Incorporation Reform Act 2012* (Vic) and an organisation's rules set out legal requirements for the minutes of the organisation. Those requirements are discussed in this Part.

7. Preparing and keeping minutes

This Part sets out what should be included in the minutes and how they should be kept. It also contains tips and tools for drafting minutes, including "action lists" which summarise people's responsibilities arising from a committee meeting.

8. Confirming and verifying minutes

The secretary should ensure at each committee meeting that the members pass a resolution confirming the minutes of the previous meeting, and the chairperson signs a copy of the confirmed minutes. This Part explains this procedure and has a tool to help you.

1. What is a committee meeting?

A committee meeting is a meeting of the organisation's governing body (sometimes called the "board"). Committee meetings are usually less formal than general meetings, so the notice requirements are often less formal too. In fact, many committee meetings of small organisations are held in a relaxed way around a kitchen table with cups of coffee!

Many organisations' rules specify that the committee:

- must meet a certain number of times per year, and
- can hold additional ("special") meetings.

Some organisations' rules allow the committee (and any subcommittees) to make their own notice specifications for their meetings. Usually, the committee or a subcommittee will do this by passing a resolution. The AIR Act also permits committee meetings to be conducted using technology, provided every person can hear and be heard.

2. What is a notice of meeting?

What is a notice of meeting?

A "notice of meeting" is a written notice that a meeting is to take place at a specified time. A notice of meeting should set out information (such as the date, time, place, and what is proposed to be done) so that committee members can know what the meeting is about.

The contents of a notice of meeting may vary significantly from organisation to organisation, depending on the type of organisation and how formal the committee's processes are.

3. Giving notice of a committee meeting

The checklist in [Tool 1: Checklist for notice of committee meeting](#) will help you to prepare a notice for a committee meeting.

Remember!

Make sure you have the most up-to-date version of your rules, including any changes that the organisation's members and Consumer Affairs Victoria (CAV) have approved.

If you are confused about which rules apply to you and whether the copy you have is up-to-date, the best thing to do is to contact CAV and request a copy of your organisation's rules and purposes.

Your rules may not reflect all the requirements of new laws for incorporated associations. See our [Transitional Guide](#) and [Rules Checklist](#) for more information.

When to give notice of a committee meeting

Your organisation's rules may set out when members of the committee should receive notice of a committee meeting. For example, old model rule 26 says that committee members should receive the notice at least two business days before the meeting. New model rule 59 says that committee members should receive the notice at least 7 ordinary days before the date of the meeting.

Tip:

Even if your rules do not require it, it is good practice to give at least one week's notice of a committee meeting, so that members have time to read the papers and prepare properly. In many organisations, the dates of *all committee meetings for the year* are set at the first meeting of the year. This helps people to plan their availability.

If urgent matters arise, additional meetings with shorter notice can be arranged.

Your organisation's rules may have special notice requirements for a committee meeting which is being held for a particular purpose – such as to discipline a member of the organisation. For example, new model rule 21 requires a notice to be given to a member who is being disciplined between 14 and 28 days before the date of the committee meeting. The notice must contain information set out in the rule.

What information should be included in a notice of committee meeting?

A notice of committee meeting does not usually need to specify all the business to be dealt with, and any business raised by committee members may be considered at the meeting. However, check your organisation's own rules and policies for any special requirements.

Tip:

Some organisations have a rule (similar to old model rule 26 and new model rule 59) that a notice of a "special" committee meeting (that is, a meeting that is out of the ordinary) must specify the general nature of the business to be conducted, and that no other business may be conducted.

See [Tool 1: Checklist for notice of committee meeting](#) for the types of details that are usually included in a notice of committee meeting.

A notice of committee meeting is usually sent together with documents which provide background information on the matters to be discussed at the meeting, such as:

- the minutes of the last meeting
- reports prepared by staff, volunteers or subcommittees
- financial reports, and
- important correspondence.

Tip:

It may be helpful to categorise the documents sent to committee members, to help them prepare for the meeting effectively. For example, you may wish to mark documents as “for information only”, “for discussion”, or “for action”.

How to give notice of a committee meeting

Your organisation’s rules and policies may also specify how a notice of a committee meeting is to be given. You need to check.

Most organisations have rules similar to those for giving notice of a general meeting (see, Giving notice of a special general meeting in [Part 5: Special General Meetings](#) of this Guide). Many committees pass a resolution allowing notice to be given to committee members by email.

Who should be given notice of a committee meeting?

All members of the committee should be given notice of a committee meeting (plus usually the secretary and Chief Executive Officer (if you have one), if they are not members of the committee themselves). Check your organisation’s rules and policies for any special requirements.

What if a committee meeting is adjourned to a later date?

If a meeting is adjourned, you will need to consider whether a new notice is required. Check your organisation’s rules for any specific provisions about this. If in doubt, it is best to send out a new notice.

Subcommittee meetings

In larger organisations, subcommittees are sometimes established to consider and make recommendations to the committee on the direction of particular areas of operation of the organisation. Subcommittees, such as finance or audit subcommittees, are usually created under an organisation’s rules, but do not have to be. For example, the rules may give the committee the power to set the “terms of reference” or scope of a subcommittee as it sees fit and decide which members will form the subcommittee.

Although the committee “delegates” power to the subcommittee to look at certain matters within its terms of reference, the ultimate responsibility for the governance of the organisation still sits with the committee.

Your organisation’s rules may deal with how notice of a subcommittee meeting is to be given and what is to be included in the notice. As a general rule, subcommittee meetings are notified more informally than committee meetings and members of the subcommittee are free to raise any item of business related to the terms of reference at the meeting.

3. Procedure for committee meetings

What is the usual procedure?

The AIR Act requires the rules of your organisation to set out the procedure at committee meetings (item 9(e) of Schedule 1). Many organisations’ rules specify that the committee:

- must meet a certain number of times per year, and
- may hold additional (or “special”) meetings.

Your organisation's rules may set out a procedure for committee meetings that is essentially the same as for general meetings. However, generally, the procedure for committee meetings is less formal than for general meetings – mainly because of the smaller number of people involved and the need to meet more often.

Nevertheless, the committee should be careful to:

- clearly record their decisions and actions (usually this is the secretary's task)
- note any actual or potential conflicts of interest (see [Part 3: Secretary's Legal Role, Powers and Duties](#) in this Guide) and details of how the meeting dealt with voting on contracts or matters to which these relate
- carefully consider the organisation's financial position, and
- approve or ratify any expenditure for the organisation.

Check your organisation's rules, policies and practices for any special requirements.

How many people need to be at a committee meeting?

The AIR Act requires the rules of your organisation to provide for the quorum (minimum number of people) at committee meetings (item 9(e) of Schedule 1). Many organisations have a rule (similar to new model rule 63), which provides that:

- the quorum for a committee meeting is the presence of the majority of committee members
- no business can be conducted unless a quorum is present, and
- if a quorum is not present within half an hour of the time for the start of the meeting, then:
 - if the meeting is a special committee meeting — it lapses (that is, the meeting does not happen at all), or
 - if the meeting is an ordinary committee meeting — it is adjourned to a date no later than 14 days later, and notice must be provided of the time, date and place, in accordance with rule 59.

Note that old model rule 29 provides that a quorum is the presence of 4 committee members, and that when adjourning the meeting due to a lack of quorum, it shall be adjourned to the same place and time on the same day of the following week.

Check your organisation's rules carefully, and if you use the model rules, read our [Transitional Guide](#) to work out when the new model rules apply to your organisation.

Adjourning committee meetings

Your organisation's rules may include specific provisions about how and when committee meetings can be adjourned (for example, see above for where there is no quorum). However, there may also be other circumstances where adjourning the meeting is appropriate. Check your organisation's rules.

Subcommittee meetings

Subcommittee meetings (which may involve fewer people than committee meetings) are usually conducted on a less formal basis than general meetings, or even committee meetings. However, each subcommittee should take care to record clearly their conclusions, actions and recommendations.

The secretary is responsible for ensuring that records of subcommittee meetings are properly maintained by the organisation. If the secretary is not present at a subcommittee meeting, they should arrange for someone else to take minutes, and for that person to give a copy of the minutes to the secretary.

4. Voting methods

There are various ways in which votes can be taken at a committee meeting. The most common methods are voting by show of hands or by poll (that is, a vote in writing).

Carefully check your own organisation's rules and policies about voting methods. Your rules may require certain methods and not allow others. For example, the old and new model rules 64 do not permit proxy voting for committee meetings.

How to vote on a special resolution

Voting on a special resolution should be conducted as required or permitted by your organisation's rules.

Abstaining from voting

Some committee members may decide not to vote at all (that is, "abstain from voting") and they may wish to have the secretary record their names in the minutes as having abstained.

In circumstances where a committee member has a "material personal interest" in a matter, that member is not permitted to participate in discussions about or vote on the matter (see section 81 of the AIR Act). For more information on conflict of interests – see [Part 3: Secretary's Legal Role, Powers and Duties](#) in this Guide.

Other members may oppose the motion and request that their opposition be noted.

What if a vote is tied?

If a vote is tied, most organisations' rules say (as do old model rule 29 and model rule 64) that the chairperson has a second (or "casting") vote to decide the matter. Commonly, the chairperson will exercise this vote to maintain the existing situation (so that a controversial resolution will not be passed).

What if a committee member is unable to attend a committee meeting and vote in person?

If a committee member is unable to attend a committee meeting to cast their vote in person, that member may, depending on the rules of their organisation, transfer their voting rights to another committee member (commonly called a proxy). The old and new model rules do not permit proxy voting

at committee meetings. For more information about forms of “absentee” voting, see Voting methods in [Part 6: Special General Meetings](#) in this Guide.

An organisation may, under its rules, permit direct voting to allow committee members who will be absent from a committee meeting to cast their own vote by completing and lodging a voting form prior to that meeting. The new model rules do not explicitly permit direct voting at committee meetings. For more information about direct voting, including how an organisation can amend its rules to implement a system of direct voting, see, Voting methods in [Part 6: Special General Meetings](#) in this Guide.

Some organisations’ rules permit resolutions to be passed by the committee in the absence of a meeting, provided it is agreed in writing by all committee members. This is sometimes called a “circular resolution”. Note the old and new model rules do not provide for resolutions to be made in this way.

Remember!

The AIR Act allows attendance at meetings through technology, such as phone or video conferencing.

5. What are “minutes”?

The word “minutes” has been used for centuries to mean a summary of the proceedings of an assembly or committee. Today, minutes are a formal written record of the matters discussed and the decisions made at a meeting.

One of the main tasks of the secretary of an incorporated association is to make sure that:

- minutes are taken of each meeting (including committee meetings) of the organisation
- minutes are confirmed as an accurate record of the meeting, and
- the minutes of all meetings are kept safely by the organisation for future reference.

The legal requirements for preparing and keeping minutes of committee meetings come from the AIR Act and the organisation’s rules. Your organisation may also have particular policies and practices for taking and keeping minutes.

There are other laws which you should be aware of when preparing and distributing minutes, including defamation and privacy laws. These are discussed briefly in this Part.

AIR Act requirements

The AIR Act requires the rules of Victorian incorporated associations to include provisions about keeping accurate minutes of committee meetings and, if allowed in the rules, the conditions on which members can access such minutes of the committee (items 14 and 15 of Schedule 1). If your organisation’s rules do *not* cover any of the matters in Schedule 1 of the AIR Act, the provisions of the model rules that address those matters apply to your organisation automatically.

In addition, an inspector from Consumer Affairs Victoria (**CAV**) may, with a Magistrates’ Court order, require the organisation, or any person who is involved in the organisation’s activities (which includes the secretary) to give the inspector specified relevant documents (which may include minutes) of the

organisation (sections 158 and 159). CAV may choose to use these powers to make sure that the organisation has complied with the AIR Act and the Regulations.

It is therefore extremely important that the secretary makes sure that accurate minutes are taken of the committee meetings and that they are kept in a safe place.

Your organisation's rules

Schedule 1 of the AIR Act requires that the rules of all incorporated associations include additional provisions about:

- preparing and keeping accurate minutes of committee meetings, and
- the condition on which members can gain access to committee meeting minutes if such access is permitted in an organisation's rules.

For example under the new model rules, the committee must make sure that minutes are taken of all its meetings. The minutes must record who was at the meeting, the business discussed, any resolutions made, and any material personal interests disclosed by committee members (for more information on managing conflicts of interest, see [Part 3: Secretary's Role, Powers and Duties](#) in this Guide).

Your organisation's policies

Check your organisation's policies and practices about taking and keeping minutes. If you don't have any, your organisation may choose to create policies, using this Guide for assistance.

6. Preparing and keeping minutes

The form of minutes varies depending on the type of organisation and the type of activities it undertakes.

Tip:

Experience shows that it is best to write up the first draft of minutes as soon as possible after the committee meeting. Memory is fresh and the task can be done more quickly and efficiently than leaving it until just before the next meeting! To this end, notes can also be taken during the meeting.

Minute books

Minutes are often entered into a "minute book". Until recently a minute book was a securely bound book with sequentially numbered pages. The minutes were handwritten into the book. This guarded against fraud or tampering. While some small organisations still use handwritten minute books, many organisations create and store minutes electronically and distribute them by email.

However it can be difficult to keep track of the “official” version of the minutes when they are created and stored electronically, and it is relatively easy for someone to tamper with the minutes (or replace them with substitute minutes) if they are stored in a loose-leaf binder. For these reasons you should take precautions to make sure the official minutes of meetings are secure, and easily identifiable.

Tip:

Your organisation can take the following steps to keep the minutes more secure:

- lock the minutes document from editing and/or add a password to the document
- print the minutes out and paste them into an official minute book (and number each page of the minute book consecutively)
- get the chairperson to sign each page of the minute book to confirm official minutes
- number each meeting sequentially (for example, “Minutes of Committee Meeting No. 3 of 2012 of XYZ Club Inc”)
- distribute the minutes electronically in PDF form rather than in an editable form, and
- clearly mark the minutes as “confidential” if they contain sensitive, confidential or personal information

Content of the minutes

For detailed information about the usual matters to include in the minutes of meetings, see [Tool 2: Checklist for contents of minutes](#).

Importantly, the minutes should record the motions moved and resolutions made at the committee meeting.

Drafting the content - generally

The format and style of minutes vary considerably among organisations. Some minutes are very brief and precise, and record the bare minimum of information. Other minutes include “blow by blow” summaries of the debate. Check your own organisation’s rules, policies and practices.

Despite variety in the form of minutes, there are some commonly accepted drafting conventions – see [Tool 3: Conventions for drafting minutes](#).

Tip:

The minutes are an official historical record of the committee and the organisation, so it is good practice to record in the minutes the name and position of office bearers (chairperson, secretary, treasurer) present.

Drafting motions and resolutions

The exact wording of the motion should appear in the minutes. If there is a problem with the wording of a resolution (that is, a motion which is passed at the committee meeting), this will have to be corrected at a later meeting. Once the minutes have been confirmed, the secretary has no power to alter the motion in order to correct the mistake.

The wording of the motion must comply with your organisation's rules, including its purposes — it cannot recommend any action outside the scope of your organisation's powers and activities. The motion must also be allowed to be made by the committee meeting, especially if the meeting has been called for a specific purpose.

Tip:

If a motion is proposed verbally at a meeting, the secretary may find it helpful to:

- write the motion down on a board or flip chart and show it to the meeting during the debate, or
- require the motion to be given to them in writing by the member proposing it.

This way, any corrections to the wording of the motion can be made before voting on the matter it also gives the secretary a chance to draft the motion in a way which can be suitably recorded in the minutes.

For each motion, the minutes should record:

- the names of people who move and second the original motion and any amendments
- the method of voting (for information about voting methods, see [5. Voting methods](#) in this Guide), and
- whether the motion was passed (in which case it becomes a resolution), rejected, or adjourned (that is, put off until another meeting).

See [Tool 3: conventions for drafting minutes](#).

Tip:

It is useful for the secretary to circulate draft minutes with an "action list" to the people or subcommittees who have been given specific tasks at the committee meeting.

Drafting minutes of difficult meetings

Sometimes committee meetings get heated and the participants resort to personal attacks, walk-outs, threats and inappropriate remarks. In many instances, the chairperson may require such remarks to be withdrawn (therefore the remarks are not recorded). In other cases, it is sufficient to record that "a vigorous discussion ensued" rather than a blow-by-blow account in the minutes.

See [Tool 3: conventions for drafting minutes](#).

Tip:

For difficult meetings, the secretary could consider:

- asking the chairperson for specific help to draft the minutes (in any case, it is good practice for the secretary to always check the minutes they have drafted with the chairperson before distributing them to others)
- unless a motion was made and/or resolution passed, omitting the controversial material altogether. The minutes will have to be approved at the next meeting and, if it is considered necessary to include more detail, it can be agreed on then, and
- marking the minutes as “confidential” to make it clear that access to them is intended to be limited.

Defamation

Sometimes a secretary will have to deal with potentially defamatory matters in the minutes of committee meetings. A chairperson should challenge any defamatory statements at the time they are made in a committee meeting and have them withdrawn. The statements will then not be recorded in the minutes.

If an organisation has published defamatory statements in the minutes of a meeting, the defence of “qualified privilege” may be available. However, the organisation should seek specific legal advice.

Generally a “defamatory statement” about a person is one that:

- exposes the person to hatred, contempt or ridicule
- tends to lower them in the opinion of other people
- harms their reputation (for example in their profession), and/or
- causes them to be shunned or avoided by others.

Remember!

The law of defamation is complex. If a secretary is concerned about any potential defamatory matters when drafting minutes, they should seek legal advice before finalising and distributing the minutes to anyone.

7. Confirming and verifying minutes

It is good practice for the secretary of an incorporated association to:

- make sure that the accuracy of the minutes is “confirmed” at the next committee meeting, and
- make sure that the chairperson of the meeting (or the chairperson of the next meeting) has “verified” the accuracy of the confirmed minutes, for example by signing them.

See [Tool 4: Flowchart for confirming and verifying minutes](#). Check the rules of your own organisation for any special provisions about confirming and verifying minutes.

Further information

PilchConnect resources

The PilchConnect web portal contains a variety of resources and fact sheets for community organisations – go to www.pilch.org.au/legal_info/:

- See [Running the organisation](#) for summary information about holding meetings
- See [Positions in an incorporated association](#) for information about the committee of management, and
- See [When things change](#) for information about changing your organisation's rules, amalgamating your organisation and winding up.

Legislation

The [Associations Incorporation Act Reform Act 2012 \(Vic\)](#) is the legislation that regulates incorporated associations in Victoria.

The [Associations Incorporation Reform Regulations 2012 \(Vic\)](#) contain additional requirements for incorporated associations in Victoria, including the model rules.

Government

The Consumer Affairs Victoria website contains a variety of online resources, including online access for incorporated associations. See www.consumer.vic.gov.au > [Clubs and not-for-profits](#)

Other links

See [Part 1: The Association in a Nutshell](#) in this Guide for links to other organisations and online resources to assist you and your organisation.

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Tool 1: Checklist for notice of committee meeting

Use this checklist to prepare a notice of meeting of the committee or other governing body of the organisation (sometimes called the “board”).

Note: Committee meetings are usually less formal than general meetings and the committee may be able to make its own notice procedures under the organisation’s rules (for example, notices may be allowed to be provided by email).

Order	Description	Done
1	Check your organisation’s rules, resolutions and policies for specific requirements, such as how much notice to give, what information should be included, and who it should be given to	<input type="checkbox"/>
2	Content of notice:	
	• the name and registration number of the organisation	<input type="checkbox"/>
	• type of meeting (that is, committee meeting)	<input type="checkbox"/>
	• date, time and place of meeting	<input type="checkbox"/>
	• if necessary, nature of business to be discussed at meeting (for example, if it is a “special” meeting, why meeting is being held)	<input type="checkbox"/>
	• date of notice	<input type="checkbox"/>
	• directions to the meeting venue and disability access (optional)	<input type="checkbox"/>
	• secretary’s contact details (optional)	<input type="checkbox"/>
	• notice “authorised by xx” (optional)	<input type="checkbox"/>
3	If relevant, the notice may also include:	
	• the wording of motions or resolutions to be considered at meeting	<input type="checkbox"/>
	• disclosure of the interest of any committee member in the business to be dealt with at meeting (for example, a conflict of interest – see Part 3: Secretary’s Legal Role, Powers and Duties in this Guide)	
4	The notice should attach relevant background information and documents, such as:	
	• minutes of the last committee meeting	
	• reports from staff, subcommittees or volunteers	
	• financial reports	
5	Time for giving notice	

Order	Description	Done
	<ul style="list-style-type: none">check your organisation's rules, resolutions and policies for specific requirements (for example, if the meeting is being held to discipline a member of the organisation). Under the new model rules 7 days' notice is required for all committee meetings other than urgent committee meetings.	<input type="checkbox"/>
	<ul style="list-style-type: none">if none, the time of service must be "reasonable" in the circumstances – good practice is at least one week	<input type="checkbox"/>
	<ul style="list-style-type: none">Note rules on how days are calculated	<input type="checkbox"/>
6	How to give notice	
	<ul style="list-style-type: none">check your organisation's rules, resolutions and policies for specific requirements, including use of technology. Note the AIR Act permits the use of technology at committee meetings	<input type="checkbox"/>
7	Who to give notice to	
	<ul style="list-style-type: none">all committee members	<input type="checkbox"/>
	<ul style="list-style-type: none">usually also the Chief Executive Officer and secretary (if they are not also committee members themselves)	<input type="checkbox"/>
	<ul style="list-style-type: none">in special circumstances, others (for example, any invited guests, a member who is to be disciplined)	<input type="checkbox"/>

Tool 2: Checklist for content of minutes

It is good practice to include the following in the minutes of a meeting:

Order	Description	Done
1	Name of your organisation and heading, ie, "Committee Meeting"	<input type="checkbox"/>
2	Date, place and opening time	<input type="checkbox"/>
3	Name of chairperson	<input type="checkbox"/>
4	Names of office holders present and other people present, if relevant, such as observers (or reference to separate attendance register)	<input type="checkbox"/>
5	Names of those people who have sent apologies (for not attending)	<input type="checkbox"/>
6	Confirmation of previous minutes	<input type="checkbox"/>
7	Record of motions, resolutions and amendments	<input type="checkbox"/>
8	Names of the people who move and second motions	<input type="checkbox"/>
9	Short summaries of the debates on motions	<input type="checkbox"/>
10	The method of voting on motions etc (for example, show of hands, poll) and the numbers of votes for, against and abstaining	<input type="checkbox"/>
11	Results of voting (for example, passed, rejected or adjourned, etc)	<input type="checkbox"/>
12	Titles (and any relevant details) of documents or reports tabled	<input type="checkbox"/>
13	(If relevant) cross references to previous minutes or policies of the organisation	<input type="checkbox"/>
14	Committee minutes should approve or ratify all the organisation's expenditure	<input type="checkbox"/>
15	Details of next meeting	<input type="checkbox"/>
16	Closing time	<input type="checkbox"/>
17	List of tasks arising from the minutes and name of person responsible for each	<input type="checkbox"/>
18	After minutes have been confirmed at the next meeting, signature of chairperson	<input type="checkbox"/>

Tool 3: Conventions for drafting minutes

Note: The table below is in two parts. The first deals with drafting minutes of *discussion* at meetings, the second deals with drafting *motions* discussed at meetings.

Drafting minutes of discussions in meetings

Convention	Explanation	Example
Use simple sentences and simple words	This helps people understand what was discussed (especially if they were not at the meeting).	<p>Do not write:</p> <p>“Mr UB Sporty extrapolated that this fine sporting institution’s solar matt 500 water heating appliance with the white duco slimline control panel was performing consistently below its engineered benchmarks.”</p> <p>Do write:</p> <p>“Mr UB Sporty reported that the club’s hot water system needed urgent repairs.”</p>
Use active, rather than passive, voice	In the “active” voice, the subject of the sentence performs the action stated by the verb. In the “passive” voice, the subject of the sentence is acted upon. Generally, the passive voice can be more difficult for a reader to understand.	<p>Do not write (passive voice):</p> <p>“A computer was used by the secretary to write these minutes.”</p> <p>Do write (active voice):</p> <p>“The secretary used a computer to write the minutes.”</p>
	<p>However, it is acceptable to use the passive voice if:</p> <ul style="list-style-type: none"> • you want to soften an unpleasant message • you don’t know who did a particular thing recorded in the minutes, or • you want to shift the reader’s attention away from the person who did something to other information. 	<p>Do write (passive voice) in some circumstances:</p> <p>“Complaints were put in the suggestion box.”</p> <p>(That is, you do not want to specify who actually made the complaints.)</p>
Use only one tense	It is usually best to use the past tense in minutes.	<p>Do write:</p> <ul style="list-style-type: none"> • “Ms L Little <i>reported</i> that she had” • The committee <i>considered</i> that the hot water system <i>was</i>”

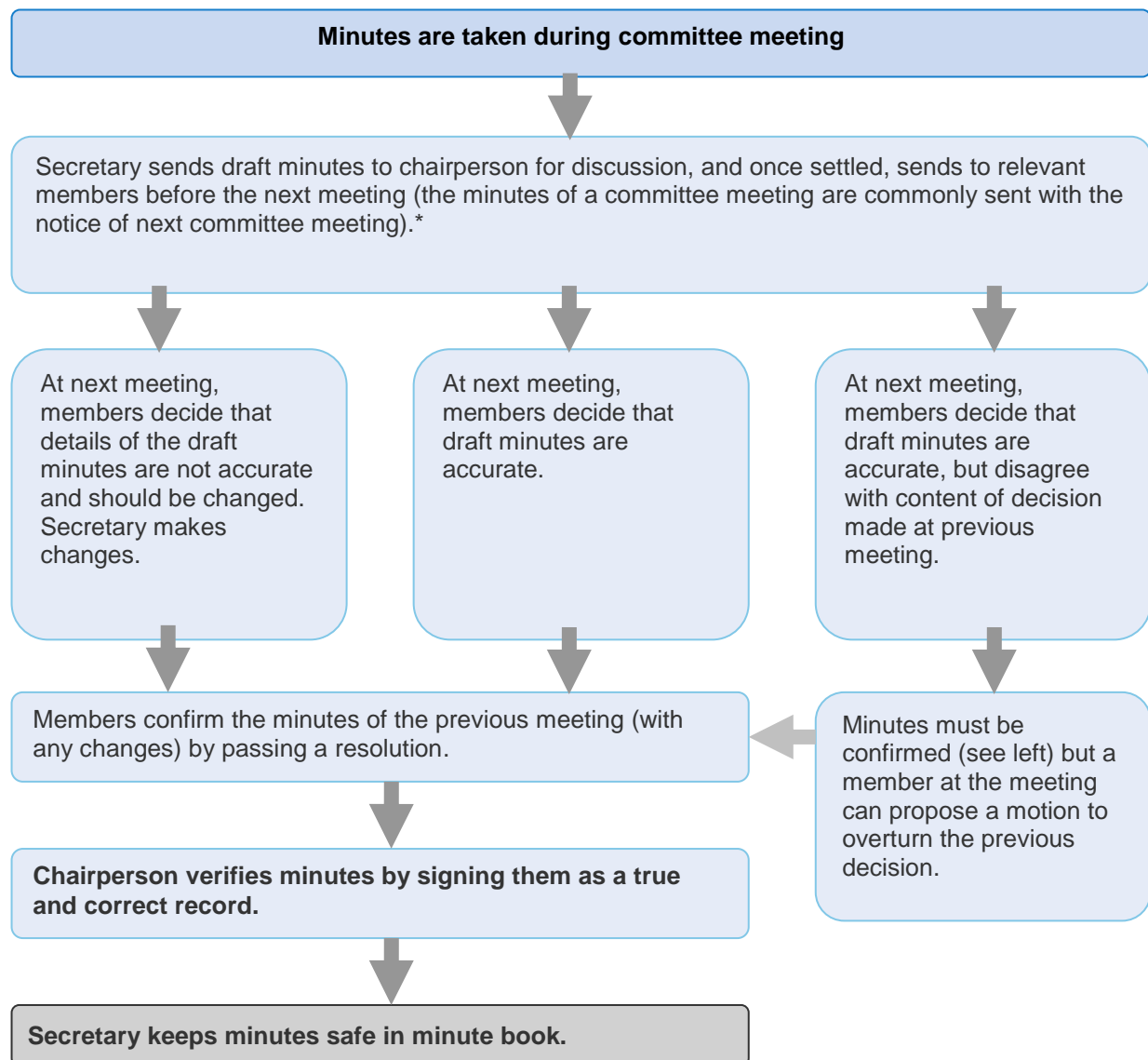
Avoid terms such as “he said” or “she stated” unless you quote their actual words	This is to avoid “putting words into a person’s mouth.”	Do not write: “Mr S Fry said: ‘I got a letter from the Council about this. I reckon the Council is being stupid.’” Do write: “Mr S Fry reported that he had received a letter from the Council. He spoke critically of the Council’s position on this issue.”
Avoid personal descriptions or attributes	This is to make sure the minutes are as “objective” or “impartial” as possible – the minutes should not include the minute-writer’s own personal opinions or reflections.	Do not write: <ul style="list-style-type: none"> • “The chairman announced <i>happily</i>...” • “The treasurer <i>meanly</i> said...” • “The club representative <i>slammed</i> the report.”
Be very careful not to defame anyone when recording matters, and also treat confidential details with care.	See discussion of “Defamation” and “Confidential matters” in this Part of the Guide for Secretaries .	Do not write: “Ms L Little reported that the builder engaged to renovate the club house has a history of stealing from organisations and said he was a disgrace to his profession.” Do write: “Concern was expressed about the suitability of the builder for the task of renovating the club house.”

Drafting motions

Convention	Explanation	Example
Commence the motion with the word “that”	This is so all resolutions of the meeting are in the same format. Before the word “that”, imagine inserting the words, “The meeting passed a resolution...”	Do write: “ <i>That</i> the treasurer’s recommendation be adopted.”
Use the verb “be” rather than the word “is”	This is to be grammatically correct when the motion commences with the word “that” (see above).	Do not write: “ <i>That</i> the newspaper release <i>is</i> adopted.” Do write: “ <i>That</i> the newspaper release <i>be</i> adopted.”

Convention	Explanation	Example
Express the motion in the positive	This means that a “yes” vote from the members results in the proposal being approved or supported.	Do not write: "That the doors <i>be not shut</i> during the meeting." Do write: "That the doors <i>be open</i> during the meeting."
If you cannot express the motion in one sentence, split it up into carefully written parts	Carefully construct a composite motion (one with a number of separate parts) so that the chairperson can split it up to enable the meeting to deal with each of its parts separately.	Do not write: "That in addition to any other motions proposed this meeting resolve to thank the members of the Town Hall including Ms T Bag for providing the refreshments and Mr B Room for making the accommodation available and instruct the secretary to send letters of thanks to Ms T Bag and Mr B Room with a copy to Mr S Visor." Do write: "That the meeting register its appreciation for Town Hall members generally, and specifically ask the secretary to: (a) send a letter of thanks to: (i) Ms T Bag for providing the refreshments, and (ii) Mr B Room for making the accommodation available, and (b) send a copy of these letters to Mr S Visor."

Tool 4: Flowchart for confirming and verifying minutes



* **Note:** If minutes were not sent out before the next meeting, allow time for people to read them or the secretary should read them aloud at the meeting.



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