

SECRETARY

DO'S AND DON'TS FOR WRITING MINUTES

- Do use a copy of the agenda as a guide in taking minutes and in writing them.
- Do record the name of the maker of the motion but not of the seconder.
- Do record all the names of all officers and committees from whom reports are received in the meeting and only pertinent facts of these reports.
- Do refer to the *LWML Style Guidelines* and *The Official Stylebook of The Lutheran Church—Missouri Synod* for proper spelling and terminology.
- Do request that all main motions and amendments be written, file copies of the motions with the secretary's notes.
- Do record all lost motions as well as those which are adopted.
- Do record the names of persons appointed to committees and elected to office.
- Do record the number of votes in a vote by ballot or in a counted vote.
- Do write the minutes as promptly as possible after a meeting.
- Do be specific when recording corrections in the minutes. Record the date, page and line in the minutes of the meeting in which the corrections are made. Using a contrasting color of ink, record the correction.
- Do send a copy or summary of the minutes to those who, in accordance with the organization rules, are to receive them.
- Don't record discussion unless directed by the assembly to do so.
- Don't record personal opinions.
- Don't record main motions or subsidiary motions that are not stated by the chair or any motions that are withdrawn.
- Don't record an entire report in the minutes unless directed by the assembly to do so (the minutes may state: "report attached to original of these minutes").
- Don't include "Respectfully submitted" at the end of the minutes.
- Don't forget to sign the minutes and to initial them after approval.
- Don't forget to send the approved copies to the Archivist-Historian.

LWML Secretary Guidelines are on the following pages and can be found at lwml.org. The District Recording Secretary may be contacted for further assistance at recordingsecretary@lwmltxdist.org.