

Regular Squadron Meeting Minutes Overview

How To Take Perfectly Proper Meeting Minutes

At a minimum, the Meeting Minutes should contain the following elements:

1. Meeting Date and the actual start time of the "Official Order of Business."
1. Type of meeting – Regular and/or General Membership, Executive or Committee meeting.
2. Association Name – Record the Squadron's correct official name and the words, "Minutes of the Meeting of (insert Squadron's name)".
3. Event Information – Specify the meeting date, time and location (building & room)
4. Attendees' Names – List the names of the Officers and voting members present, the name of the presiding officer, and secretary or substitute minute recorder. For open meetings, the **non-voting audience should not** be included.
5. Approval of the Previous Meeting Minutes - Unless the assembly waives the reading of the minutes, they should be read and approved or approved as corrected.
6. Officer and Committee Reports – Reports made by the Officers, Executive Board and Committee members often precede the business of the meeting. Such reports are usually for information only, and, if in writing, can be appended to the minutes with board approval. If not in writing, only the fact that the report was made needs to be stated in the minutes.
7. The Business of the Meeting – The minutes should follow the agenda, unless the board agrees to discuss a matter out of order. The motions returned to committee, etc., should be grouped according to subject matter. There is no reason to include the summary of debates or discussions, drafts and revision of the motions. None of this information constitutes the official action of the Squadron.
8. Adjournment – The last paragraph should state the time of adjournment.
9. Scribes's Signature – The signature of the Scribe, Adjutant or Substitute Scribe of the minutes, preceded by the words "Submitted by:", must be included at the end of the minutes.

What Are Meeting Minutes and Why Take Them?

- ✓ Meeting Minutes are required by State Law.
- ✓ Meeting Minutes are required by The American Legion.
- ✓ Meeting Minutes are required by the Sons of The American Legion.
- ✓ Meeting minutes are the Squadron's only official record of its board, committee or membership decisions and actions.
- ✓ Meeting minutes reflect board decisions, not what members say.
- ✓ Meeting minutes should be brief (one page if possible).
- ✓ Meeting minutes are not official until the board at a subsequent meeting approves them.
- ✓ It is a primary responsibility of the Adjutant to maintain the squadrons' official records.
- ✓ The Meeting Minute book is the squadron's principal record. The records should be printed on quality paper and placed in an official binder.
- ✓ Publishing of regular meeting minutes is generally not required, but it is recommended so that the membership is aware of the Squadron's actions.
- ✓ Executive Session Minutes of the Executive Board should be placed in a separate binder entitled "Executive Session Meeting Minutes." These minutes are **NOT** openly distributed.
- ✓ Meeting Minutes that are brief allow productive meetings and quick reference for future use.
- ✓ Meeting Minutes are not distributed outside of the Squadron meeting until they are approved and signed by the Commander or his Assignee.
- ✓ Meeting Minutes delivered to the Post Adjutant are distributed to: The Executive Board, The Post Commander, and a copy is placed on file as required of a subsidiary of the Post's organization.

Sons of the American Legion
Ben Franlin Squadron 4000
Meeting Minutes
The Old Post 4000 Lounge
Thursday 00 Month 2011

The General Meeting of S.A.L. Squadron 4000 was called to order at 6:05 p.m.

Roll Call was taken and indicated a quorum was achieved.

In attendance: List officers and voting members with title.

Excused absence: Absence arranged in advance or sick

Squadron Everlasting: List recent passing of SAL Members

Sgt-at-Arms: Attending Guests listed

Meeting Minutes: The minutes from the last meeting

Membership report: Current counts, percentage

towards goal, remaining number to achieve 100%
Finance Report: Bank Balances, Income for the period, expenses for the period, outstanding checks, committed funds by vote, available funds not committed.

Bar Bingo update: (as needed)

Sunday Breakfast: Deposit total less expenses and proceeds to cause (program funding)

Committee Reports (when assigned):

Old / Continuing Business:

Each Item: Motion by, seconded by, discussion is not recorded, only key elements defining the vote are. Tabled or Vote outcome. One line for each vote.

New Business:

Each Item: Motion by, seconded by, discussion is not recorded, only key elements defining the vote are. Tabled or Vote outcome. One line for each vote.

For the Good of the Sons:

Announcements and information exchange with attending membership. No Voting in this section. The next Sunday Breakfast. The next SAL function. The next Post function. The next Squadron meeting. Local SAL activities and Detachment Events.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted: Scribe's name, Month Day Year.

Minutes accepted and approved as is: Month Day, Year
or

Minutes accepted and approved with corrections:
Month Day, Year. (corrections, NOT changes!)

Signature after acceptance by vote

Name of Officer Presiding, Presiding Officer Title