# **MINUTES GUIDELINES**

Minutes are classified as the necessary legal documents of an organization. Minutes contain the place, date and time of the meeting, attendees and absentees, along with an acceptance of the minutes of the last meeting.

Minutes contain brief and accurate summaries of the meetings’ action items and significant reports/communications.

**Examples and Guidance**

1. **Chapter Elections:**

“It was moved by John Smith, seconded by Mary Jones and passed unanimously (if applicable) that the nominated slate of officers be elected by the members present. The slate of officers is as follows: Jane Ready, chapter coordinator; Sue Willing, chapter treasurer; and Jack Able, board member-at-large.”

Note: Other elected officers, such as Coordinator-elect and Secretary must also be included.

1. **Treasurers’ Reports:**

It was moved by John Smith and seconded by Mary Jones to approve the treasurer’s report. Since the last meeting the chapter received $200.00 in income, expended $50.00 and has a current balance of $5,728. The chapter total assets are $8,457. The motion was passed (unanimously, if applicable).

Note: In the absence of the treasurer, the coordinator or another officer can give the treasurer’s report.

1. **Lobbying and Legislative Action**

“Two chapter members, Mary Jones and John Smith represented the chapter at a hearing at the State Capitol on Tuesday, January 25 to testify on behalf of CHADD on IDEA reauthorization. The cost of the trip was $105 for mileage reimbursement @ $.32/mile and meal expense.”

Note: Chapter quarterly financial reports must accurately reflect chapter lobbying/legislative action expenses when reflected in chapter minutes. It is required that CHADD report in its board minutes when members act/testify on legislation or lobby on behalf of CHADD, per se. For more about lobbying, see the chapter [lobbying policy and form](file:///%5C%5Cchaddfs%5Cshare%5CDepartments%5CCommunity%20Services%5CAffiliate%20Services%5CForms%20and%20Templates%5CChapter%20quarterly%20financial%20reports%20must%20accurately%20reflect%20chapter%20lobbying%5Clegislative%20action%20expenses%20when%20reflected%20in%20chapter%20minutes.) (form number AFSCVC-005.)

# Meeting Minutes

**Minutes of CHADD** **Chapter #** **Board Meeting on       , held at:**

The meeting was called to order at **.**

**Members present:**

**Members absent:**

It was moved by **,** seconded by and passed that the minutes of the last meeting be accepted.

**Treasurer’s Report**:

It was moved by  and seconded by  to approve the Treasurer’s Report. Since  the chapter received $ in income, expended $ and has a current balance of $. The chapter total assets are $. The motion was passed **.**

**Actions taken:**

It was moved by **,** seconded by and passed that: **.**

It was moved by **,** seconded by and passed that: **.**

**There was/was no chapter (branch) legislative activity since the last meeting.**

**Adjournment:** The meeting was adjourned at

Respectfully submitted: **.**