

Peggi Barrett, KSDAR Recording Secretary

“Words, once they are printed, have a life of their own.”

Carol Burnett

I am so very excited to join the Welcome Home Administration and having the opportunity to serve the Kansas Society Daughters of the American Revolution. A Chapter Recording Secretary's main responsibility is to keep an accurate record of all chapter meetings and to maintain the historical archives of the minutes. I am available to assist chapters with questions on the preparation of minutes as well as maintaining the records.

Below is information on how to write minutes and a list of items that Recording Secretaries should have available at meetings.

How Minutes Should Be Written Robert's Rules of Order Newly Revised is the authority for the form of the minutes. The minutes should be the record of what was done at the meeting, not what was said by the members. The minutes should never reflect the opinions of the recording secretary. The minutes should be approved at each meeting. Exceptions are for special meetings when the approval of the minutes is deferred to the next regular meeting or, in the interest of time, when the minutes are approved by a committee, in which case their approval is reported at the next regular meeting. A suggested outline for the minutes follows:

A. The first paragraph should state: 1. The kind of meeting: regular, special, executive, adjourned regular or adjourned special; 2. The name of the state/chapter; 3. The date and time of the meeting and the place if it is not always the same; 4. The fact that the regent and recording secretary were present or, in their absence, the names of their substitutes; and 5. Whether the minutes of the previous meeting were approved as read (or distributed) or as corrected, and, if other than a regular business meeting, the date of the meeting.

B. The body of the minutes should contain a separate paragraph for each subject and should include: 1. All main motions (except any that were withdrawn) and motions that bring a main question again before the assembly and the disposition of each, including: a. The wording of each motion as adopted or disposed, the maker of the motion, and whether the motion was debated, and b. The disposition of each motion and any amendments to the motion that were pending, including whether the disposition was temporary; 2. Secondary motions that were neither lost nor withdrawn (e.g. motions to recess or fix the time to adjourn); 3. All notices of motions; 4. All points of order and appeals, whether sustained or lost, together with the reason given by the regent for her ruling; and 5. All counted votes, if any, and, if fewer than the number required for a quorum voted, the fact that a quorum was present.

C. The last paragraph should state the hour of adjournment.

NOTE: (a) the name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly; (b) officer and committee reports may be filed with the minutes, summarized by the recording secretary in the minutes, or, if ordered by the assembly, entered in full into the minutes; and (c) the name, address, and program topic of a guest speaker may be given, but no effort should be made to summarize the program's content.

The minutes should be produced as soon as possible after the meeting is adjourned to provide the most accurate record. While preparing the minutes, if the recording secretary has any questions, she works directly with the regent who provides clarification. A copy of the minutes should be sent to the regent immediately upon completion to assist in preparing the agenda for the next meeting. Once approved, the word "Approved" should be written on the minutes along with the secretary's initials and the date of the approval.

What The Recording Secretary Needs Items needed by the recording secretary for each meeting:

1. Meeting agenda
2. Minutes book that includes past minutes
3. Minute taking materials (laptop or paper and pen and recording device if desired)
4. Yearbook listing officers and chairmen
5. Bylaws – chapter, state, and national
6. DAR Handbook and National Bylaws, (a) online version if Internet is available at the meeting location or (b) printed version supplemented with notations of any updates posted on the DAR Members' Web Site
7. Robert's Rules of Order Newly Revised, latest edition

NOTE: The online version of the DAR Handbook and National Bylaws is revised regularly to provide the most up-to-date information about the organization. The printed version, available from The DAR Store, is updated once every three years. A secretary preferring to use a printed copy should visit the DAR Members' Website and add notations of any changes to her printed copy.