

Sample Minutes of a Stated Meeting

NOTE: This is offered as a guideline for Assembly Minutes. The Recorder's Advisor should review these materials with the Recorder, upon her election, and counsel her in ways that will ensure the activities of the Assembly are recorded clearly and accurately. While the Recorder is encouraged to be creative and interesting in her writing style, the Minutes are the Assembly's permanent record.

When recording motions, the Recorder should note: "The Assembly approved, by vote, a motion to _____" or wording equally clear that a formal motion was introduced and approved by vote.

Date

The above meeting was opened in Ritualistic form with Worthy Advisor presiding.
The following were introduced: _____.

NOTE: When reading these minutes at the next meeting, it is acceptable for the Recorder to say "Introductions were made" without re-reading the entire list.

The Roll Call was taken. The Minutes from the (*date*) meeting were read and approved (or corrected). The Treasurer's Report was given.

Under Unfinished Business, the Assembly discussed _____. (projects, activities, status reports, reports of committees, business discussed at an earlier meeting, etc.)

Under New Business, the Assembly discussed _____. (upcoming projects and events, election of officers, etc.)

Under Miscellaneous Business the Assembly discussed _____.

Bills and Correspondence

NOTE: Bills should be read into the record. Items, which were approved through the budget, do not need to be approved again. Expenses not included in the budget, or which may exceed the budgeted amount, require a vote by the membership.

The Application for Membership for _____ was read and referred to an Interview Committee.

The Application for Membership of _____ was approved by ballot.

Initiation was held for _____.

Good of the Order

Collection

Birthdays, etc.

There being no further business, the meeting was closed in Ritualistic form. Refreshments were enjoyed in the Dining Room.

Respectfully submitted,

_____, Recorder

_____, Worthy Advisor