

Minutes of the J-MRL Board of Trustees' Meetings

1. Content of Minutes

Guidance: *Robert's Rules of Order Newly Revised*, 10th Edition

"The minutes should contain mainly a record of what was done at the meeting, not what was said by the members." (P. 451)

First section of the minutes should contain the following:

- * kind of meeting, i.e, regular, special, etc., the name of the organization
- * the date, time
- * the chairperson is present or the name of the person substituting
- * names of Board members present, and names and times of late arrivals and early departures
- * names of visitors to Board meetings

Body of minutes:

Should contain a separate paragraph for each subject matter, giving the name of the mover.

Record all main motions stating:

- * the wording in which each motion was adopted or otherwise disposed of; the facts as to whether a motion may have been debated or amended being mentioned
- * the disposition of the motion
- * secondary motions that were not lost or withdrawn where necessary to record them for completeness or clarity, e.g. motions to recess or to suspend the rules
- * the names of the maker and seconder of motions should be recorded

Record all points of order and appeals, whether sustained or lost, with the reasons given by the chair for its ruling

Contain certifications and recorded votes as required by the Virginia Freedom of Information Act. The certification of Executive Meetings should be included.

If a Board member requests a specific discussion in the Minutes, it should be included.

The last paragraph should state the hour of adjournment.

Additional rules and practices:

When a vote count has been ordered, the number of votes on each side should be entered. The names of members voting aye, nay, present, or abstaining should be recorded.

The proceedings of a committee of the whole should not be entered in the minutes but the fact that the board went into a committee of the whole should be recorded.

The Virginia Freedom of Information Act requires that minutes be kept for any meeting of three or more Board members. It is therefore necessary to prepare and maintain minutes of committee meetings.

When a committee report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it to be entered in the minutes. Otherwise it should be noted that a committee report was received and will be placed on file. This means that a file of committee reports should be maintained. These should be kept in the Administrative Offices.

If a report is to become a permanent official document of the Board, it should be formally adopted by the Board. Once this has been done, the document can be placed in a permanent file for documents of a similar nature, and/or, for one-of-a-kind documents, appended to the minutes of the meeting.

The name and subject of a guest speaker can be given, but no effort need be made to summarize his or her remarks.

Signature

For Boards having a Secretary (member), the Secretary signs. For Boards without that officer, the Chair should sign.

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2. Preparation of Minutes

The Board Secretary shall attend Board meetings for the purpose of recording the minutes for such meeting.

No minutes will be kept for executive sessions of meetings.

If the person regularly charged with recording minutes is not in attendance at a meeting, another person will be assigned this responsibility on an *ad hoc* basis.

The person recording the minutes shall use such aids for recordation of the minutes as shall seem necessary and sufficient. These might include the use of shorthand, audio tape recorder, or written notes.

The person recording the minutes shall prepare a draft of the minutes using the guidance provided in the Board's policy on the prescribed content of minutes.

The preparer shall submit the minutes to the Board Secretary, if this post is filled, otherwise to the Board for review and action.

The Board Secretary will transmit a copy of the draft minutes by mail or e-mail to all members of the Board and the Library Director. It should be the goal of the Library System to conduct this mailing within seven days of the applicable Board Meeting.

Board members should review the draft minutes for accuracy and for conformance with the Board's policy for the content, and if applicable, should call to the attention of other members any proposed corrections at the next regular meeting.

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3. Reading and Approval of the Minutes

Guidance: *Robert's Rules of Order Newly Revised*, 10th Edition

When a draft of the minutes of the preceding meeting is sent to all members in advance, it is presumed that all members have had an opportunity to read them, and they are not read at the meeting unless this is requested.

Corrections, if any, and approval of the minutes are normally done by unanimous consent. The Chair then declares the minutes approved.

The formal copy of the minutes placed in the Minutes Book contains all corrections which were made. None of the draft copies circulated to members and marked by them is authoritative.

If, at a later time, an error or material omission in the minutes becomes reasonably established after their approval, the minutes can then be corrected by means of the motion to Amend Something Previously Adopted, which requires a two-thirds vote, or a majority vote with advance notice, or unanimous consent.