

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2019	APPROVAL LEVEL EB
	SUBJECT Guide For The Preparation Of Committee And Board Minutes	EFFECTIVE 6/18	SUPERSEDES 11/05
		SPECIAL DISTRIBUTION	

POLICY

This is to provide a guide to the presentation of minutes of all meetings of Family Motor Coach Association, Inc. and Family Motor Coaching Inc. *Robert’s Rules of Order Newly Revised* shall be used as reference.

PROCEDURE

Contents

The first paragraph of the minutes should contain the following information:

- the kind of meeting (regular, special, adjourned regular or special);
- the name of the committee;
- the date, time and place of the meeting;
- reaffirm the regular chairperson and secretary are present, if not, include the names who substituted for them;
- list the names of the committee members present, committee members not present, invited guests, and
- whether the minutes of the previous meeting were read and approved—as read, or as corrected.

The body of the minutes should contain a separate paragraph for each subject matter, giving, in the case of all important motions, the name of the mover, and should show:

- all main motions or motions to bring main questions again before the assembly and – except, normally, any that were withdrawn noting:
 - the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically);
 - the disposition of the motion including -- if it was temporarily disposed of – any primary and secondary amendments and all adhering secondary motions that were then pending; and
 - all roll call votes shall be done in a rotation style;
- actions taken and the reason for those actions (pro and con rationale);
- major points discussed on a motion;
- secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity;
- all notices of motions;
- all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling;
- “For the Record” items shall be voted on for inclusion in the minutes; and
- When an Executive Board or Board of Directors vote is not unanimous, the minutes shall note how individual members vote on the motion.

People’s names should not be used except in recording the motion.



SUBJECT

**Guide for the Preparation of Committee and Board
Minutes**

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The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly. The name and subject of a guest speaker can be given, but no effort should be made to summarize the remarks.

The last paragraph should state the hour of adjournment.

Minutes of the Governing Board and Executive Board Meetings

Minutes of meetings should contain mainly a record of what was done at the meeting (a record of all business discussed and/or transacted), not what was said by the members. Minutes should never reflect the secretary's opinion on anything said or done.

Minutes of Governing Board, Executive Board, and Board of Directors meetings are to be recorded and recordings retained at the National Office. These recordings shall be used to assist the secretary or his or her designee in the preparation of the minutes. These recordings will be destroyed after approval of the minutes by the respective board.

Minutes of the Annual Governing Board meeting shall be approved by the Executive Board.

Minutes of the Governing Board, Executive Board, and Board of Directors meetings are to be signed by the Secretary and countersigned by the President.

Reports of other committees are to be published as attachments exactly as submitted, the minutes showing what action was taken by the assembly in regard to each.

At Governing Board meetings a recording assistant will be provided the secretary.