

Suggested Form of Minutes

INTRODUCTION

- 1.) Name of Conservation District.
- 2.) Kind of meeting (i.e., regular or special).
- 3.) Date and place of meeting.
- 4.) Presence or absence of each member.
- 5.) Presence of all staff and guests.
- 6.) Time meeting was called to order.
- 7.) Determine presiding Officer.

BODY OF MINUTES

- 1.) Approval of last minutes.
 - a) As read.
 - b) Dispensed with and approved as mailed.
 - c) Read, amended and approved as amended.
- 2.) Approval of all vouchers presented for payment.
 - a) Each bill should be listed in the minutes.
- 3.) Approval of financial report by the Treasurer.
- 4.) Old business.
- 5.) New business.
 - a) Record each motion and the name of the member making the motion.
 - b) Record each second to a motion. The name of the person making the second is optional.
 - c) A record of the discussion on each issue is not necessary. Record what was done and not what is said.
 - d) Record the vote on each motion.
 - 1) Voice vote—record either pass or fail.
 - 2) Roll call vote—record vote tally. It is optional to record the vote of each member.
 - e) Record all points of order and appeals.
- 6.) Reports—The minutes should reflect who gave the reports, and either the report should be attached to the minutes or a very short summary should be included in the minutes.

ADJOURNMENT

- 1.) Record motion to adjourn and time of adjournment.
- 2.) Minutes should be signed by both the Secretary/Treasurer and Chairman after they have been approved at the next meeting.