

Use this list to prepare, maintain, and review records.

| PROCEDURE | YES/NO | COMMENTS |
|--|--------|----------|
| Complete and accurate minutes; excludes extraneous or irrelevant matter | | |
| Typed, printed, or if necessary handwritten (in permanent ink) | | |
| Bound book/one signed original | | |
| Pages numbered at outside top edge of each page (suggested format: current year and sequential page number 2011-1, 2011-2, etc.) | | |
| Every page signed/initialled by secretary | | |
| Minutes of each meeting signed by presiding officer and secretary | | |
| Time and place of each meeting stated in words | | |
| Date, place, and name of group meeting at the top of each page | | |
| Minutes state by what authority meeting is held | | |
| Minutes state that a quorum was present | | |
| Minutes state that meetings opened/closed with a prayer/benediction | | |
| Name of presiding officer and names of those present are recorded | | |
| Items of business indicated by paragraph headings/margin notes for subject headings | | |
| All numbers written in words, followed by numerals; e.g., twenty-five (25) | | |
| Committee reports are included in minutes/appendix using consecutive numbering | | |
| States clearly proceedings and motions, in full, with names of corresponding movers and seconders | | |
| States clearly within the minutes the disposal of all motions, resolutions, reports, petitions | | |
| All erasures and changes have been initialled in margin by secretary | | |
| No changes after the records are confirmed except by court or higher court | | |
| Fills vacant space on the page between record of meetings using diagonal ruled lines | | |
| Avoids use of initials | | |
| Index appended | | |
| Record of archived material | | |

*Based on section 92 of *The Manual, 2010*
Updated 2014