Week commencing 9 January 2011

Making Meeting Minutes Matter

The Executive Committee’s Guide to Better Owners Corporation Meetings

(Part 7 of 11 in this series)

Meeting Minutes

An owners corporation’s only official record of its decisions of actions. Therefore, it is imperative that these records are properly taken. These points will help.

• Meeting minutes reflect what the organization decides, not what its members say.
• A request by somebody to note in the minutes their particular objection to a matter ought to be refused as this tends to “highjack” the minute.
• Minutes should show each motion as voted upon and how it was dealt with i.e. passed, defeated, tabled, returned to committee or ruled out of order.
• Minutes should include points of order, appeals – whether sustained or not – and the chair’s reason for the ruling.
• Boards should destroy meeting tapes and notes when the minutes are adopted.
• A motion passed is properly described as a “resolution”.
• All resolutions should begin with the word “resolved”.

Next week

Minutes and Resolutions: The Legal Perspective