

Handcrafted Soap Makers Guild, Inc

Organizational Policy

March 22, 2007

Procedural Guidelines for Taking and Posting the Minutes of the BoD Meetings

The minutes of the board of directors is the official record of all action taken and is one of the most valuable documents of the association. The importance of the record being recorded appropriately and the style remaining consistent throughout the history of the organization is paramount to a smooth running organization. Therefore, the procedures as set forth, in accordance with the association's parliamentary authority, will be the guide for all future recorded minutes of the association.

Agenda

The Secretary in consultation with the President shall agree upon a general standard format for the agenda to be used for all meetings. The agenda may be changed at any time during a meeting with a motion "to suspend the rules" by a 2/3 vote of the board.

Sample Agenda Format

- Correction and approval of minutes as posted
- Treasurer's Report
- Reports of Standing Committees
 - Policies Procedures and Bylaws
 - Conference
 - Finance
 - Marketing
 - Member Services
 - Ethics
 - Membership
 - Advisory Council
- Reports of Special Committees
 - Certification Committee
 - Nominating Committee
- Unfinished Business
- New Business
- Announcements
- Setting the date and time of the next meeting
- Adjourn

Call to Order

The first paragraph of the minutes should contain:

- 1) The kind of meeting (regular, special, adjourned regular, adjourned special).
- 2) The name of the organization.
- 3) The date and time of the meeting and the place, if it is not always the same.

- 4) The fact that the regular chairman and secretary were present or, in their absence, the names of the persons who substituted for them.
- 5) The names of the board members present and establish whether or not there was a quorum.
- 6) The names of the board members that were absent and if there absence is excused.
- 7) Whether the minutes of the previous meeting were read and approved or read and corrected.

Correction and approval of minutes as posted

Minutes of the previous meeting along with corrections may be approved by general consent unless there is a dispute over the accuracy of the correction, in which case a vote should be taken. Any corrections are made within the text of the minutes being approved. The minutes in which the correction was noted indicates only “the minutes were approved as corrected” without specifying the correction made to the previous minutes.

Treasurer’s Report

The minutes should state the ending balance from the previous meeting along with the total income and expenses since the previous meeting and the balance on hand to date. A copy of the treasurer’s report should be filed with the minutes and the statement “The Treasurer’s report was filed for audit” should be included.

Reports of Standing Committees

All standing committee reports should be in writing and a copy filed with the official minutes. If the board takes any action based on or because of the committee report, the minutes should include what was done including any motions, amendments to motions, refer to committee, objections, point of order, appeal to the chair, tabled etc. The minutes should also give a brief description of the report as well as any updates not noted in the report.

Reports of Special Committees

All special committee reports should be in writing and a copy filed with the official minutes and should follow the same guidelines as standing committees. The Nominating Committee report should include a list of the candidates nominated and the office to which they were nominated.

Unfinished Business

The secretary should review the minutes of the previous meeting and place on the agenda any unfinished business. Any action taken by the board on unfinished business should be recorded in the minutes.

New Business

Members will contact the Secretary of any new business to be placed on the agenda. A brief summary of discussion and any action taken by the board should be recorded.

Announce the Time and Date of the Next Meeting

The time and date of the next meeting should be recorded in the minutes.

Adjourned

The time the meeting was adjourned should be noted in the minutes. Example wording.... “There being no further business, the meeting was adjourned at 3:00 EST.”

Signature

The Secretary shall sign the official copy of all minutes. A copy of all minutes, along with a copy of all reports relating to the minutes (Committee Reports, Financial Reports, President's reports) will be kept by the secretary in a notebook.

Motions

- Motions from a committee do not require a second.
- The name of the person making a motion should be recorded.
- The name of the person seconding a motion is not required.
- All motions should be recorded verbatim.
- Correct language for recording a motion....

A motion was made by Jane Doe to buy for \$1000.00 a..... or

Jane Doe moved to buy for \$1000.00 a.....

- If a motion is amended the minutes will show only the amended motion. Example of wording of an amended motion: After amendment, a motion by Jane Doe was adopted "to buy for no more than \$1000.00 a....."

Voting

When a count has been ordered or a vote is by ballot the number of votes on each side should be entered. When a vote is by roll call, the names of those voting on each side should be entered.

Written by
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Approved and Amended to go before the Board of Directors
by the Policies & Procedures Committee
March 21, 2007

Approved by the
Board of Directors
March 22, 2007