

FLCA Recording Secretary

Objective. The Recording Secretary shall keep a record of the club and of the board and of all votes, and of all matters in which a record shall be recorded.

The record of said meetings, or the minutes, shall be posted to the Board of Directors meeting site, at the start of each month's meeting, when said meeting is opened by the President.

The minutes have a legal obligation. The minutes serve as the official record of the actions that occurred at a meeting.

Minutes should include four basic types of information:

1. Time, and date of the meeting.
2. The fact that proper notice of the meeting was given to all those who participate in the meeting.
3. Who was in attendance, by name, and that the appropriate number of people were in attendance for a quorum, so official business may be conducted.
4. The official actions taken by the participants of the meeting. (Motions made, approved or defeated).

Minutes are to be a summary, not a verbatim detailed account of the meeting.

Minutes should follow the agenda for the meeting, which in turn should follow the Order of Business for that type of meeting as delineated in the Constitution and By-Laws.

Minutes should be reviewed by all in attendance, and after reading and review, asked if there are any corrections, additions or deletions, motion to accept, second and vote.

Minutes shall be posted in the Members Login Section on the club website, www.finnishlapphund.org, the month following the completion of the meeting, and are available in written form to any club member so requesting.