

Congregation Keneseth Israel
Policies, Practices & Guidelines

<u>Policy, Practice or Guideline:</u>	Board Minutes
<u>Source:</u>	Governance
<u>Date Adopted:</u>	6/2009
<u>Date Revised:</u>	07/2024

- I. Introduction: The By-laws Committee was asked to consider the issue of when Minutes should and should not be taken and what should be included in those Minutes
- II. Practice Statement: Minutes for Board meetings will follow the guidelines outlined in Robert's Rules of Order.
- III. History: Concerns regarding KI's liability were raised during the contentious years when members names and their remarks were noted in the Board Minutes.
- IV. Definition:
- V. Procedure:
 - a. The record of the proceedings of a deliberative assembly should contain a record of what was done at the meeting, giving the absent member a sense of what took place, not what was said by the members.
 - b. The Minutes should never reflect the Secretary's opinion, favorable or otherwise on anything said or done.
 - c. Content of the Minutes should include:
 - i. The type of Meeting, name of attendees, date, time and place of the meeting, the name of the chairman who begins the meeting or, if absent, the person who substituted for them, and approval of the previous meeting minutes or corrections made.
 - ii. The body of the Minutes should contain a separate paragraph for each subject. The name of the mover should be given to all important motions. Motions and dispositions should be recorded, if there was debate, the fact should be recorded; however, the content need not be defined. The name of the person who seconds a Motion should not be in the Minutes unless ordered by the assembly
 - iii. The last paragraph will include the time of adjournment
 - iv. The signature of the secretary and the President, if the assembly wishes may be signed

- d. When a vote is ordered, the number of votes on each side should be entered and when the vote is by roll call, the names of those voting on each side
- e. When a committee report is of importance, it can be ordered to be entered into the Minutes, in which case the Secretary copies the report in the full Minutes. (As an alternate the report need only be attached to the Minutes and the Minutes need only incorporate the report by reference
- f. The name and subject of a guest speaker may be given, but no effort should be made to summarize his/her remarks.

VI. Reference: Robert's Rules of Order 12th Edition