



**Basic Rules of Order  
for  
Efficient Meetings & Good Records  
—Minutes—**

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1

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at [www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf](http://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf) from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250- 9410  
Fax: (833) 256-1665 or (202) 690-7442; or  
Email: [program\\_intake@usda.gov](mailto:program_intake@usda.gov)

**NIFA/USDA  
Nondiscrimination  
Statement  
(English)**

This institution is an equal opportunity provider.  [Green Poster AD-475-A](#)—May 2022 version

2

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correo postal:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue,  
SW Washington, D.C. 20250-9410; o´  
fax: (833) 256-1665 o´ (202) 690-7442; o´

correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).


Esta institución ofrece igualdad de oportunidades.

## NIFA/USDA Nondiscrimination Statement (Spanish)

Green Poster [AD-475-A](#) – May 2022 version



3




**\*The slides that follow are designed to serve as an individual or group tutorial in the basic use of motions under the Rules of Order.**

**There are no illustrations, no photos. Moreover, there are far more words per slide than any artful PowerPoint should have.**

**Think of this, therefore, as a helpful .pdf cut up on digital flashcards!**


4



**Why Have Uniform Rules of Order for Minutes**

**Along with agendas, newsletters, and scrapbooks, minutes constitute the official history of local associations.**

5




**Just the facts, please!**

**Minutes record what was done or decided at a meeting—not what was said and by whom.**

**Summaries of discussions are not in order.**

**Personal observations are never in order.**

6



**Begin minutes with**

- ❖ date,
- ❖ location, and
- ❖ time the meeting is called to order and by whom.

**In formal meetings attendees may be listed next.**

**In smaller groups, list officers attending or absent.**


7



**Minutes continue with**

- ❖ approval of the minutes of the previous meeting as read or distributed (name the date and source of distribution) or corrected,
- ❖ treasurer's report,
- ❖ other officer and committee reports, and
- ❖ business of the association in the order of the agenda.

8



**Reliable minutes include**

- ❖ the name of the maker of a motion. The seconder may be named,
- ❖ the *precise* wording of all motions and their dispositions,
- ❖ the tally of votes taken, and
- ❖ precise dates, times, and locations included in announcements.

9




**Minutes end with**

- ❖ time of adjournment,
- ❖ time, date, and location of next meeting,
- ❖ secretary's signature, "respectfully submitted" is not necessary.

*See Robert's Rules of Order, Newly Revised, §48 for details.*

10



## Hints [hacks?] for Taking Efficient Minutes

- ❖ Create a template for taking minutes (a sample template appears after this slide).
- ❖ Work from a copy of the agenda.
- ❖ Ask members to submit names and topics of invited speakers or special guests.
- ❖ Ask members to submit wording of motions made.
- ❖ Have a directory on hand to check the spelling of names.

11



### Organization and Date

- ❖ location
- ❖ time called to order
- ❖ [attendees if appropriate]
- ❖ approval of minutes for [date] meeting
- ❖ officers' reports
- ❖ other reports [include Advisory Council Rep. and Extension Coordinating Agent]
- ❖ unfinished business [including decisions made and motions and their disposition—passed or failed]
- ❖ new business [including decisions made and motions and their disposition—passed or failed]
- ❖ other items including announcements
- ❖ notice of next meeting location, date, and time
- ❖ time of adjournment
- ❖ name of secretary

12



13



14