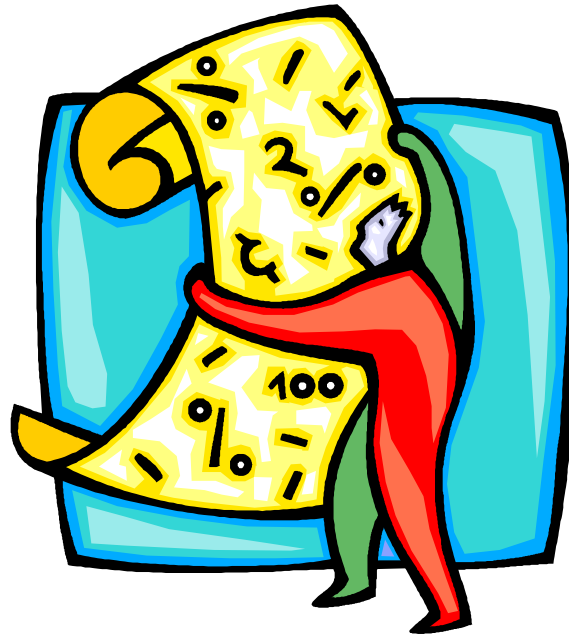


National Student Nurses' Association ®

## Guidelines for Planning



## Recording and Corresponding Secretaries

Includes Sample Minutes  
And NSNA Leadership U ®

National Student Nurses' Association, Inc.®

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# Guidelines for Recording and Corresponding Secretaries



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## Key Points

- ➔ Complete and accurate minutes must be kept at all official association meetings.
- ➔ A standard format should be followed using numbered and lettered sections.
- ➔ Minutes are a very important permanent record and serve as a legal document for antitrust, tax or other legal issues regarding meeting discussions and actions.
- ➔ Minutes are useful tools for association staff and leaders to determine the disposition of association business.
- ➔ Care must be taken by the recorder of minutes to ensure accuracy.
- ➔ Minutes serve as historical documents and should be preserved and placed in safe keeping.

Compiled from: *Association Law Handbook*, by Jerald A. Jacobs.

## Minute Taking

### Minutes Include:

- ▶ Type of meeting: Delegate, board, executive committee, program planning committee, etc.
  - ▶ Name of assembly (Board of Directors, House of Delegates, Convention Assembly).
  - ▶ Date, time and place of the meeting.
  - ▶ Roll call: the names and titles of those present and absent.
  - ▶ Approval of minutes of the previous meeting (with corrections as indicated).
  - ▶ All main motions or motions to bring a main question again before the assembly (except any that were withdrawn) giving:
    - wording for each motion introduced, name of mover and seconded by;
    - Summary of discussion around the motion;
    - action on the motion, including -- if it was temporarily disposed of-- any amendment and all adhering secondary motions that were then pending.
  - ▶ All other motions that were not lost or withdrawn are noted.
  - ▶ Time of adjournment.
  - ▶ The approved/accepted minutes MUST be signed (see page 9 to learn how to scan signatures):
- ▶ Retain the original signed copy in permanent files or send to NSNA ® for safe-keeping.
  - ▶ Attach all reports and documents.
  - ▶ Published minutes MUST always be signed by both the president and the secretary.
  - ▶ "Respectfully submitted" is unnecessary.
  - ▶ If an election takes place, include a full report of all votes cast as shown by the tellers' report (attach copy of report to the minutes).
  - ▶ During the meeting, if there are corrections to the minutes, insert the corrections in the margin with a carefully drawn line around or through the subject matter corrected.
  - ▶ A member may request that his vote on a motion be recorded in the minutes. If there is no objection, the chair directs the secretary to make the entry. If there is an objection, the chair puts the question to a vote and a majority vote will order the vote recorded.
  - ▶ When the count has been ordered or voted by ballot, the number of votes on each side should be entered.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

## Important Points Concerning Minutes

- ▶ Minutes of a Board meeting are open for inspection by members.
- ▶ Members may authorize the board to approve the minutes of a meeting of the membership.
- ▶ Minutes may be corrected whenever the error is noticed, regardless of the time which has elapsed.
- ▶ When the word secretary is used, it always refers to the recording secretary, if there is more than one.
- ▶ The question is always on approving the minutes, not the secretary's report. The minutes are not the secretary's report.
- ▶ The approval of the minutes is usually done by general consent as follows: The Chair: "Are there any corrections to the minutes?" If there are none, the Chair says: "There being none, the minutes stand approved (or corrected) as written."
- ▶ The minutes of a closed meeting should not be read at a meeting open to the public and are marked "Confidential."
- ▶ If meetings are held weekly, monthly, or quarterly, the minutes are read at the beginning of the meeting, and should be approved at that time.
- ▶ If copies of the minutes have been sent to all those who were to attend the meeting, then it can be expected that members have read over the minutes prior to the meeting, and formal reading of the minutes can be dispensed with. Action to approve the minutes as written or submitted can be made at this time.
- ▶ If reading the minutes is dispensed with, and the minutes have not been distributed to members prior to the meeting, the minutes may be taken up later in the meeting when nothing is pending. Otherwise the minutes dispensed with will come before the next meeting before the reading of minutes of later meetings.
- ▶ The rules of the motion to dispense with the reading of the minutes are as follows:
  - It requires recognition
  - It requires a second
  - It is not debatable

Minutes of a convention business meeting should not be read at the next meeting unless it is desired for information, as it is too late to correct them. Copies should be available for those interested.

## Duties of the Secretary at a Meeting

- ▶ The secretary keeps the minutes of the meeting.
- ▶ If the president and vice presidents are absent, unless otherwise indicated in the bylaws, it is the duty of the secretary to call the meeting to order and preside at the election of a chairman pro tem.
- ▶ Place in the minutes what was done by the assembly, not what was said or opinions expressed.
- ▶ The secretary should never make criticisms, favorable or unfavorable, in the minutes.
- ▶ The secretary is usually responsible for calling roll and determining whether or not a quorum is present.
- ▶ Accuracy of minutes has great significance since the minutes are the legal record of the association.
- ▶ If the association does not meet within a three-month period, the minutes should be read and approved before adjournment, or if this is not practical, the Executive Committee may be appointed to approve them.
- ▶ The secretary should always provide the presiding officer with the agenda for the meeting and a copy of the minutes (in some cases, the presiding officer will prepare the agenda and distribute copies to those attending the meeting).
- ▶ Copies of resolutions, motions, documents and recommendations should be printed exactly as originally submitted, with complete accounts of all action taken by the assembly in regard to the resolution or recommendation.



### Motion Forms

To insure that the minutes will be most accurate, it is good practice to have a written confirmation of each motion form that is turned in, and then jot down the corresponding number in the appropriate place in his/her notes. Here is a suggested format for motion forms:

# MOTION FORM

\_\_\_Board meeting \_\_\_Membership Meeting

Name of Association: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ No.: \_\_\_\_\_

I move that: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Carried: \_\_\_\_\_

Defeated: \_\_\_\_\_

## Sample Meeting Agenda

- ☞ Call to order (president or chairperson).
- ☞ Roll call (recording secretary) president declares quorum.
- ☞ Reading and approval of minutes by recording secretary (move to accept/approve).
- ☞ Report of the treasurer (move to accept).
- ☞ Reports from officers, directors, and standing committees (move to accept).
- ☞ Reports of special committees (i.e., ad hoc committee) (move to accept or approve actions as needed).
- ☞ Unfinished business.
- ☞ New business.
- ☞ Date, time, and place for next meeting.
- ☞ Announcements.
- ☞ Adjournment.

## Meetings that Work

- ☞ Carefully plan agenda - seek input from committee/board members.
- ☞ Set meeting dates well in advance. Send agenda with call to meeting; include minutes, reports, and other documents for review.
- ☞ Start and end on time.
- ☞ Review agenda at beginning of meeting.
- ☞ Limit debate on issues.
- ☞ Encourage input from all members -- discourage domination.
- ☞ Chair should understand the role of facilitator: keep meeting moving and guide discussion. Although the chair may vote on any issue, the generally accepted practice is to vote only to break a tie.
- ☞ Make motions before discussion.
- ☞ Use simplified parliamentary procedure to conduct Board meeting; formal parliamentary procedure (See Roberts Rules of Order) for membership meetings.

## Format for Chapter Minutes

\_\_\_\_\_ Nursing Student Association

### Meeting of the Board of Directors

[Date]

[City, State]

1. **Call to Order:** The regular meeting of the Board of Directors of the (*Name of Association*) was called to order by (*Name of President*).
2. The **Roll** is called by the secretary.

**Those Present:** (*List first and last names and titles of those present.*)

\_\_\_\_\_, president

\_\_\_\_\_, vice president

\_\_\_\_\_, etc.

**Quorum:** (*President's Name*), President, declared a quorum present.

3. **Minutes:** The minutes of the previous meeting were read and approved as read (or corrected). Corrections may be listed but are not necessary. Make corrections on final file copy that is signed by President and Secretary.

**Motions are written as follows:** It was moved and carried that (*write motion exactly as submitted*). Submitted by: (Name). Seconded by: (Name). Action: Carried or Defeated.

4. **Treasurer's Report.**
5. **Report of officers and committee chairs:** Include name of officer giving the report and highlights of the report.
6. **Unfinished Business:** Brief summary of unfinished business discussed and action taken.
7. **New Business (new business should be first brought to the attention of the president).**
8. **Date/time/place of next meeting.**
9. **Announcements.**
10. **Adjournment:** There being no further business, the meeting was adjourned by (President), at (time).

(*Signature-see page 9 to learn how to scan signatures*) \_\_\_\_\_

Secretary

(*Signature*) \_\_\_\_\_

President

## Sample Minutes

### OLEO COUNTY COLLEGE NURSING STUDENTS ASSOCIATION

Executive Board Meeting  
Oleo County College  
Oleo, New York  
[Month/Day/Year]

1. **Call to order:** The monthly meeting of the Executive Board was called to order at 7:00 p.m. by Jane Dough, President.
2. **Roll call:** The roll was called by Mary Price, recording secretary.

**Those present:** Jane Dough, president; John Smith, vice president; Bill Dollars, treasurer; Mary Price, recording secretary; Peter Write, newsletter editor; Aaron Field, chair, community health committee chair; Tina Moore, Breakthrough to Nursing chair; William Clinton, legislative committee chair; Professor Geraldine Manns, faculty advisor. Guests: Ann Miller, Jane Harvey, and Albert Williams, freshman students.

**Those absent:** Ann Jones, corresponding secretary; Jane Little, fund-raising committee chair.

President Dough declared a quorum present.

3. **Minutes:** The minutes from the [month/day/year] executive board minutes were distributed and read.

**Motion:** It was moved and seconded to accept the minutes of the [month/day/year] executive board meeting submitted by: Mary Price and seconded by William Clinton. **Action:** Carried.

4. **Report of the Treasurer:** The report was given by Bill Dollars and a written report was distributed and is attached to the minutes. Highlights of the report included:
  - a. Account balances: Checking account: \$1,250; Savings \$10,300; Reserve investment account: \$15,675
  - b. There are three outstanding bills that will be paid within the next two weeks (totaling \$150.00 for community health project activities).
  - c. The budget for next year is being drafted and will be presented to the executive board at the next meeting. Please have your budget requests for next year to me no later than [month/day].

**It was moved and seconded to accept the report of the treasurer.**

**Submitted by: Bill Dollars. Seconded by Aaron Field. Action: Carried.**

5. **Reports from officers and committee chairs:**

- a. **Community Health:** The report was given by Aaron Field. Highlights included:

- The annual clothing drive was very successful. Thank you letters went to all contributors. The clothing was donated to a homeless shelter in downtown Oleo. We have received a thank you letter from the shelter which was circulated and given to the corresponding secretary to file. The letter was also posted on the bulletin board for all members to see. We need to be planning now for next year's drive so that all members are aware of the project.

- The association has received a call from the local AIDS prevention organization inviting NSA to participate in their annual fun run to raise money for AIDS prevention. This would not require any financial outlay by the association but would require participants to solicit sponsors for every tenth of a mile they run. This is a very worthwhile cause. The organization publishes and distributes materials to college students to educate them on AIDS prevention.

**It was moved and seconded to encourage NSA members to participate in the AIDS Prevention fun run.**

**Submitted by: Aaron Field. Seconded by Bill Dollar Action: Defeated.**

**(Additional reports would be listed and any action taken would be indicated as above.)**

6. **Unfinished business:** None.

7. **New Business:** Professor Manns noted that the NSNA ® convention would be taking place in Albany, New York next spring and that the NSA should consider raising funds to send members.

**It was moved and seconded to direct Jane Fields, fund-raising committee chair, to bring a fund-raising proposal for consideration by the executive board at the next meeting. The purpose of the fund-raiser is to raise money for NSA members to attend the NSNA ® Annual Convention in Albany, New York next spring.**

**Submitted by Tina Moore. Seconded by: Mary Price. Action: Carried.**

8. The next meeting will take place in room 203, Little Young Building on campus, at [month/day/year], 7:00 p.m.

9. **Announcements:** The president announced that scholarship applications are available in the financial aid office and that the deadline is one month from today.

10. **Adjournment:** The meeting was adjourned by the president at 8:00 p.m.

Signature – see page 9 to learn how to scan signatures

Mary Price, Secretary

Signature \_\_\_\_\_

John Smith, President

## Important

After Board and Membership Meeting minutes are approved, NSNA ® requires that state associations mail 15 copies of signed minutes to the NSNA ® Headquarters **or** e-mail a word document with scanned signatures (see page 9 for instructions) to: [nsna@nsna.org](mailto:nsna@nsna.org). Refer to NSNA’s ® policies for more details. State association minutes are circulated to the NSNA ® Board of Directors and are placed in NSNA’s ® permanent archives.

## How to Produce Scanned Signatures

Here are instructions for how to get the scan signatures. As we work with it more, we might discover some more straight forward method for doing this, but this will work for now as we test the process.

You should have a Microsoft Word file named Check Signature Template. This contains three text boxes. What is important is not the size of the boxes, but rather the **proportion** of the boxes. You could print this document out, put it on a copy machine, and reduce or enlarge the size and that would not matter. Note that by being a text box, a person's position can be included.

Use the Imaging program found under Start / Programs / Accessories/ menu. Instructions for using creating the signature file:

1. Print out the Word document.
2. Get the signatures on the form. Make sure that **NONE** of the signature touches any of the lines to the text box. If you use a broad point pen it seems to do better.
3. Scan the page with the signatures.
4. When the scan preview is shown, block the text boxes with the signatures and save it as a bitmap file.
5. Open two instances of Imaging.
6. In the first Imaging window, open the bitmap file with the scanned signatures.
7. Select the 'Select Image' button (to the right of the Hand icon).
8. Block the **entire** text box **just inside** the lines of the box. That is, **none** of the lines to the text box is included in the area you are blocking. But the proportion is the same as the box itself.
9. Right click and select copy.
10. In the second Imaging window, select File / New.
11. The New Blank Document box comes up. On file type, select 'BMP'. Then on size, select Custom. Then set the Width and Height to something **very small** (like 0.1 inches). Then close the New Blank Document box.
12. In the second window, right click and select Paste. The 'Would you like the image enlarged?' message should come up. If it does not, you did not preset the size small enough, and you need to go back to the Page / Properties and set the window size smaller.
13. When the signature shows up in the second Imaging window, save it as a bitmap file.
14. Repeat steps for each of the signature in the first Imaging window. **Be sure to safeguard scanned signature documents.**

## Correspondence

The secretary is usually responsible for all correspondence on behalf of the entire membership and/or executive board. Such correspondence should be typed with one copy going to the state association president, one for the secretary's files, and the original signed document to the person for whom it is intended. On occasion, it may be more appropriate to write the letter by hand rather than type it -- e.g., thank you letters, invitations. Special stationery for these purposes is usually in order.

Each officer is responsible for his/her own individual correspondence, and should send a copy of all his/her outgoing correspondence to the secretary and the president to be kept on file and to keep them up to date on what's happening.

One prerequisite for good communication is keeping an up-to-date mailing list of all state and school officers, and making sure all interested parties have a copy of this list. Officers should be instructed to notify the secretary immediately of any address changes, and given a current e-mail address of where the secretary can be reached. Copies of the current state and school mailing lists **MUST** be mailed or e-mailed to NSNA ® Headquarters. NSNA ® is to be notified when there are changes in Board member addresses, resignations and Board appointments. **NSNA ® does not release state dues reimbursement checks until updated state board roster is provided immediately following annual elections.**

### How State Constituent Secretaries Work With NSNA ®

► The state association secretary has an important responsibility to maintain good communication between the NSNA ® Board and staff and the state and school boards. Specifically, the state secretary's duties to national are as follows:

- E-mail document of all approved, signed board and membership business meeting minutes to [nsna@nsna.org](mailto:nsna@nsna.org) (or mail to NSNA ®). These are distributed to each NSNA ® Board member to help keep them abreast of state activities so they can offer assistance and consultation as necessary. The NSNA ® staff also reviews state minutes for the same purpose. A copy of state minutes is placed in state's permanent file at NSNA ® headquarters.
- E-mail state association policies to NSNA ® to [nsna@nsna.org](mailto:nsna@nsna.org).

## Important Keep Board officer data up-to-date

- It is easy to update state and school leader's membership file—just go to the NSNA® membership services online and click on [“update an existing membership.”](#)

Enter your membership number and zip code.

**Go to STEP 4**—NSNA® Leaders and check off school and state leadership positions held (i.e. “Secretary”).

- The secretary may be responsible for correspondence from the state association or state board as a whole to NSNA®. All correspondence to NSNA® should be addressed as follows:

National Student Nurses Association 45 Main Street, Suite 606 Brooklyn, New York 11201 Or via e-mail to: <a href="mailto:nsna@nsna.org">nsna@nsna.org</a>
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- When e-mailing a specific NSNA® Board or staff member, be sure to include the individual's name and office in the subject line and send to: [nsna@nsna.org](mailto:nsna@nsna.org)

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### For additional information Resources:

*Robert's Rules of Order Newly Revised*, edited by Henry M. Robert III and William J. Evans. Published by Scott, Foresman and Company. Available in paperback in most bookstores in the Reference section.

[Getting the Pieces to Fit: Handbook for State Associations and School Chapters](#). Published and revised annually by the NSNA®. Available at [www.nсна.org](http://www.nсна.org), click on “publications.”

*NSNA® Business Book*. Published annually. Includes detailed description of parliamentary rules for business meetings and a chart of motions in rank. Available from NSNA®.



## NSNA Leadership University® [www.nsnaleadershipu.org](http://www.nsnaleadershipu.org)

The NSNA Leadership University® provides opportunities for nursing students to be recognized for the leadership and management skills they develop through participation in NSNA's® programs and activities. From the school chapter level to the state and national levels, nursing students learn how to work in cooperative relationships with peers, faculty, students in other disciplines, community service organizations, and the public in a service learning environment. The Leadership U is open to all nursing programs preparing students for RN licensure that are official NSNA® constituents and to those schools working toward constituency status.

### The purposes of the NSNA Leadership University® are to:

1. Link service-learning activities to professional values development and socialization into the nursing profession;
2. Develop competencies that future leaders and managers need to successfully provide for the health care needs of society;
3. Validate that learning has taken place;
4. Provide formal recognition to NSNA® members who demonstrate leadership and management skill development;
5. Assist students to develop a professional portfolio;
6. Create opportunities for mentor-protégé relationships and peer networks to develop and grow.

The virtual NSNA Leadership U® Library offers resources to get you started on your nursing leadership journey. When you get ready to graduate, NSNA® will recognize you and the faculty member that offered academic credit/recognition for your participation. Visit [www.nsnaleadershipu.org](http://www.nsnaleadershipu.org) and click on [“Admissions Office”](#) and click on: “Apply for NSNA® Leadership U Recognition.”

As a state or school secretary, you are taking an important responsibility and learning leadership skills in the process of your role. Work with your faculty advisor to see how you can obtain academic credit or recognition for your role on the Board of Directors. The following learning objectives will help assist you to articulate what you are learning as the association secretary.

## Responsibilities of the State Secretary

These are general guidelines: Refer to state association bylaws for specific details pertinent to the role of secretary in your state association. Numbers refer to list of Attributes.

### The secretary shall:

- Record all meetings of the Board of Directors and the Membership Business meetings;
- Share a draft of meeting minutes with the president for review prior to releasing to the Board of directors;
- Verify that all Board members are current members of NSNA ®;
- Maintain accurate roster of board members contact information;
- Send NSNA ® up-to-date Board Roster and updates as needed;
- Send NSNA ® either 15 copies of approved/accepted signed minutes OR send document with scanned signatures to [nsna@nsna.org](mailto:nsna@nsna.org);
- Draft and finalize correspondence as directed by the president;
- Assist the president to draft meeting agendas and distribute to Board or voting body (i.e. House of Delegates);
- Add other duties as reflected in state association bylaws and policies or as directed by the president and the Board of Directors.

**Learning Objective:** Demonstrates an understanding of the responsibility and accountability for overseeing legal documents for accuracy.

Attributes developed: 1, 2, 3, 4, 9, 21.

- **Serve as a member of the Board of Directors**

**Learning Objectives:** Understand the role of the Board of Directors as a state elected officer by the House of Delegates; demonstrate an understanding of the fiduciary responsibility and accountability of the Board of Directors; develop skills for effective group work; demonstrate an understanding of the complex role organizations play in the profession and in society; develop enhanced capacity for leadership; develop personal vision for the future of the profession.

Attributes developed: 1-21, 23, 25, 26.

- **Serve as a member of the Executive Committee )check state bylaws to verify\***

**Learning Objectives:** Understand the role of serving as a committee member; understand the role that the Executive Committee plays to transact business of an emergency nature which cannot wait until the next scheduled meeting of the Board of Directors.

Attributes developed: 1-21, 23, 25, 26.

## Attributes and Competencies Needed by Future Nurse Leaders and Managers\*

1. Intellectual and analytical capacity
2. Critical thinking ability
3. Systems thinking
4. Comprehends interdisciplinary models
5. Effective interpersonal and communication skills
6. Empathetic/active listener
7. Adapts quickly to new situations
8. Identifies global, national, and local trends
9. Accepts high moral and ethical standards
10. Manages conflict and masters conflict resolution
11. Facilitates collaboration and group process
12. Motivates others to participate in decision-making
13. Capacity to interchange leadership and followership roles
14. Mentors future leaders
15. Empowers others
16. Team player
17. Understands strategic/tactical planning, implementation and outcome evaluation
18. Treats all human beings with respect and acceptance
19. Strives for an inclusive society
20. Balances professional responsibilities and personal life
21. Accepts responsibility and accountability for decisions
22. Demonstrates a commitment to life-long learning
23. Practices the spirit of cooperation
24. Balances high tech with high touch
25. Solves problems creatively
26. Capacity for deep introspection and reflection
27. Capacity to connect with the spiritual nature of human beings

\*These competencies and attributes are developed during participation in NSNA's ® leadership activities at the school, state, and national levels of the association.  
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2008 Compiled by Dr. Diane J. Mancino