



# Council Secretaries

July 11, 2024



## Melissa Wheeler

IRC Recording Secretary  
Region 7 Director  
EC-EIU President



# RESPONSIBILITIES



## MINUTES

Keep accurate records.



## PASS IT ON

Pass approved minutes on to future secretaries.



## ATTENDANCE

Attend all meetings.  
Be sure to arrange for someone else to take minutes for you in your absence.



## GET TO KNOW BOB

Get familiar with Robert's Rules of Order.



**Check your  
council's bylaws  
for additional  
responsibilities!**



# MINUTES

## What to Include:

1. Location
2. Date
3. Name of council
4. Time the meeting is called to order
5. Time the meeting is adjourned
6. Number of voting members, members, and non-members present
7. Names of people standing in for presiding officer and/or secretary
8. Approval of prior minutes (noting corrections)
9. Motions (verbatim)
10. Accurate notes of discussions and decisions

# MINUTES

## Some Tips:

1.

Request a copy of the agenda in advance.

2.

Keep it succinct.

3.

Stick to the facts.

4.

Keep it organized.



# MOTIONS

Attach copies of motion forms to the minutes.



## Illinois Reading Council

1100 Beech St., Building 8, Suite 2, Normal, IL 61761  
Phone: (888) 454-1341 Fax: (309) 454-3512

### Motion Form

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Person Who Offered Motion

Motion

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Who Seconded Motion

Action taken

Approved       Rejected       Tabled

This motion will affect

Bylaws       Policy  
Article \_\_\_\_\_      Article \_\_\_\_\_  
Section \_\_\_\_\_      Section

# ROBERT'S RULES

Get familiar with the format.  
Understand how to proceed with  
a motion.  
Document it.

## Robert's RULES 101

Steps to keep meetings on track.





# Questions?

Don't hesitate to  
reach out!

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217.218.4559

[www.illinoisreadingcouncil.org](http://www.illinoisreadingcouncil.org)

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