

District Secretary's Workshop

Peggy Benton, 2015-16 PI Director

Deb Hays, 2015-2016, PI Director

2015

Pilot International Council of Leaders



Role / Responsibility

- As District Secretary, you are an elected district officer whose role, as the key communication point of the district, is very important to the present and future success of the District
- Record and prepare minutes of meetings
- Assist Governor
- Work with DAC/DEC
- Train club secretaries



Purpose of Minutes



- To record the history of the organization
- To protect the organization

Records/Minutes Will Be Referred To

- For finished and unfinished business
- What needs follow-up
- What actions were taken



Minutes are NOT



- Records of discussions
- Newsletters for organizations

Case of Multimedia Publishing of NC vs. Henderson County



The court noted:

“The purpose of minutes is to provide a record of the actions taken by a board and evidence that the actions were taken according to proper procedures.”

Robert's Rules of Order

Defines minutes as the “record of proceedings.”



Minutes

Minutes are the first thing that will be subpoenaed in a lawsuit.



Parliamentary Procedures

It is helpful for the secretary to be familiar with Parliamentary Procedures:

- To assist the Governor with agenda items, as needed
- To properly record the business transactions in the minutes



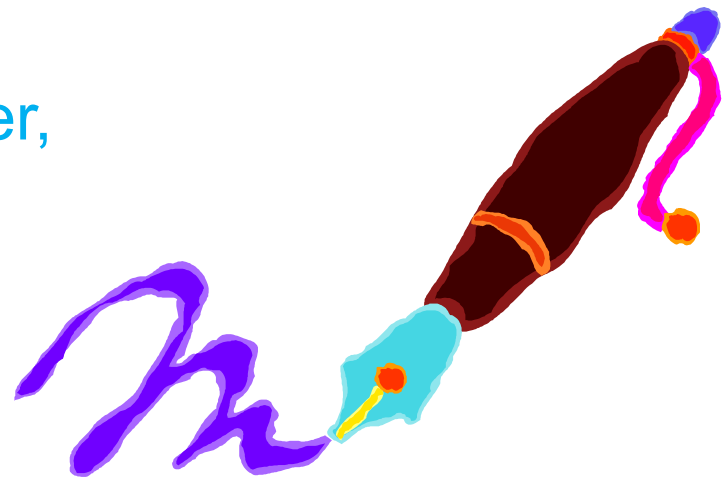
Minutes Must Include



- Name of District
- Type of meeting
- Date and place of meeting
- Who called meeting to order and at what time
- Identify the Presiding Officer with his/her title

Additional Information Included in Minutes

- List of those present, with title
- Any appointments made, if appropriate (e.g., Timekeeper, Parliamentarian, etc.)
- Time meeting adjourned



Additional Information Included in Minutes

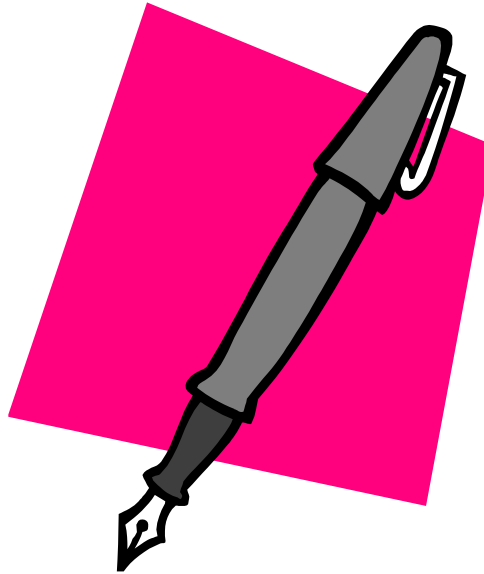
- Any reports that are to be made as part of the minutes (Report of the Nominating Committee, Task Force Report, etc.) should be noted and attached to the minutes.
- If vote is taken by fax, a motion needs to be included in the minutes with the following language: “move to include the results of the polled vote: (then add actual vote: 6 yeses and 4 no's).

Important in Recording Minutes

- Record business as listed on the agenda and any action taken. If no action is taken, then record: “No action taken or information only.”
- Record the exact wording of all motions including the name (and club) of the maker of the motion.
- Record the fact that the motion was seconded, but the name of the person seconding the motion is not required.



Important in Recording Minutes



- Motions without a second are not recorded in the minutes.
- Record whether the motion carried or failed.

- *A motion that is withdrawn is not mentioned in the minutes.*



NOTE

- *However, if the motion is seconded and restated to the Assembly by the chair, the motion is owned by the Assembly and cannot be withdrawn and should be recorded in the minutes.*

- To remove a motion from the voting process once the motion is owned by the Assembly, the Assembly must make a motion to postpone the original motion indefinitely and approve it. This, in effect, removes the original motion from the floor.

NOTE

- Both motions belong to the Assembly and must be recorded in the minutes

Distribution of Minutes



- Write up and promptly distribute
- Have Governor review them
- Distribute to DAC/DEC and ECR
- File original (with signature and date of approval) with other minutes
- According to Board Source, organizations that file the IRS 990 form need to keep three (3) years available for public inspection (handily available).

Assists the Governor

- Keep District membership records
- Keep Governor on track
- Handle any correspondence of the District



Works with DAC/DEC



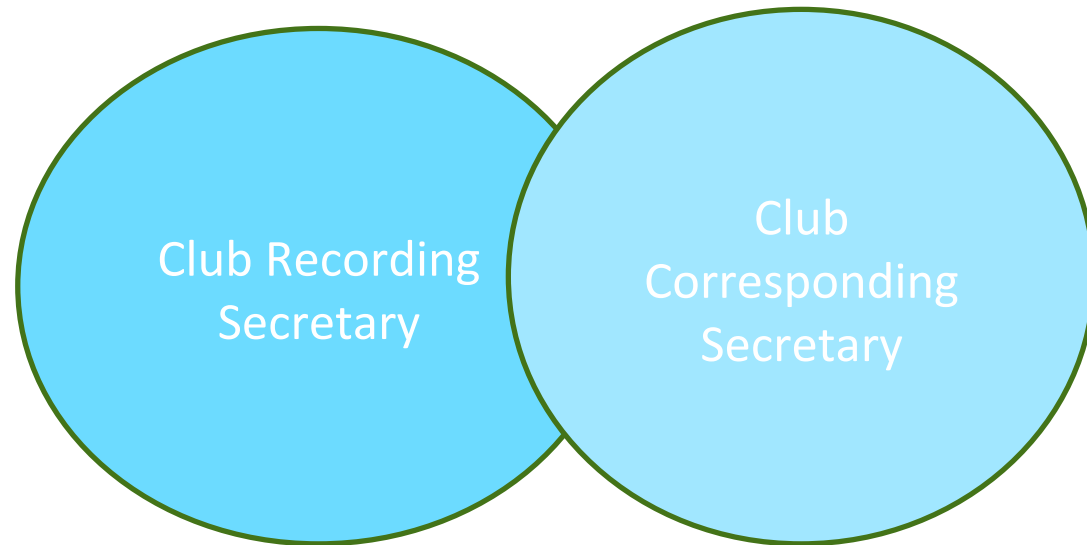
- Serve on Fall Council/Workshop and District Convention Committee
- Promote attendance at District and International meetings
- Take minutes of DAC/DEC meetings and distribute to DAC/DEC members & ECR promptly

District Convention

- Responsible for convention minutes
- Send minutes to DAC/DEC for a polled vote of approval. Record result in next DAC/DEC minutes
- Distributes approved minutes within 60 days to Current & Incoming DAC, ECR
- Never destroy minutes



Training Club Secretaries



District Manual Can Be Found Under Resources



www.pilotinternational.org

Questions?

