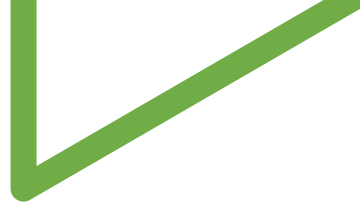
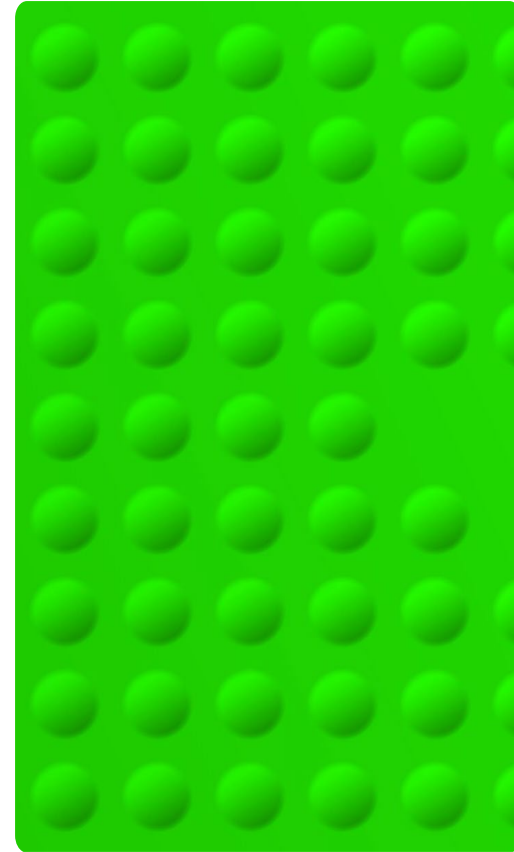


# CLUB SECRETARY'S WORKSHOP

**Pilot International Convention  
July 1, 2022  
Rochester, NY**

**Lisa B. Patterson  
2021-2022 PI Secretary**

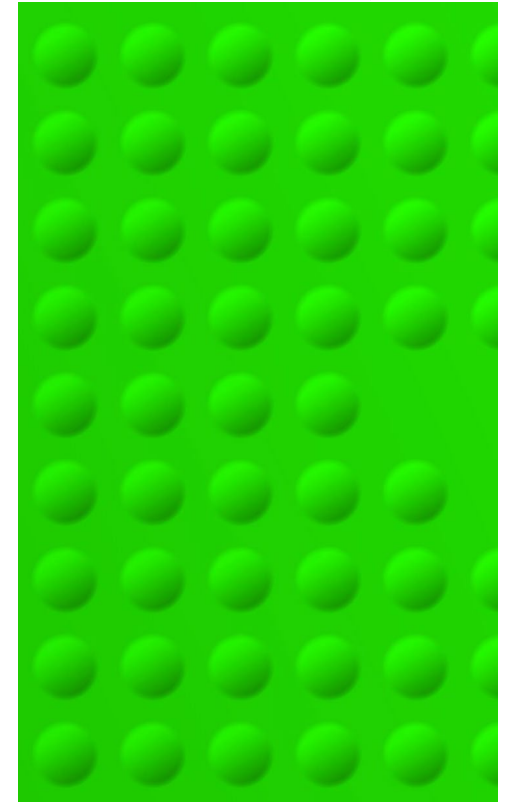


# PI Club Manual

## Section 3: Secretary

### **The Secretary will:**

- a. Record and transcribe minutes of all Club and Board meetings;**
- b. Present a summary of Executive Board action to the Club;**
- c. Report changes in Members' contact information within thirty (30) days to Pilot International Headquarters and the District Secretary; and**
- d. Perform other duties as required.**

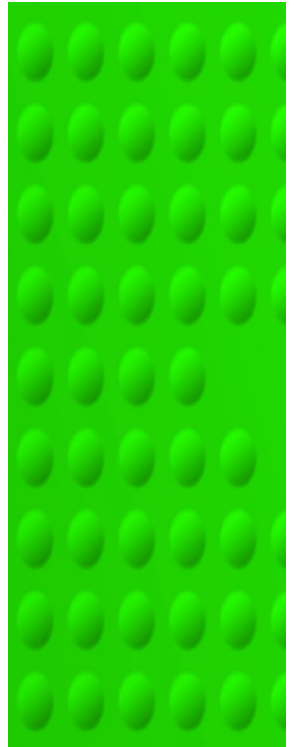


# Minutes Roles & Responsibilities

- The minutes are a legal record and history of what the club is doing.
- Accuracy, precision, dependability, and promptness are qualities of a good recording secretary. Promptness in sending the Notification of Change form to District and PI is particularly important.
- In smaller clubs, Corresponding Secretary is often combined with Recording Secretary. Corresponding Secretary is an important office because the written communications of a club reflect its public image.
- Familiarize yourself with MemberClicks.
- [Link to change in notification form.](#)

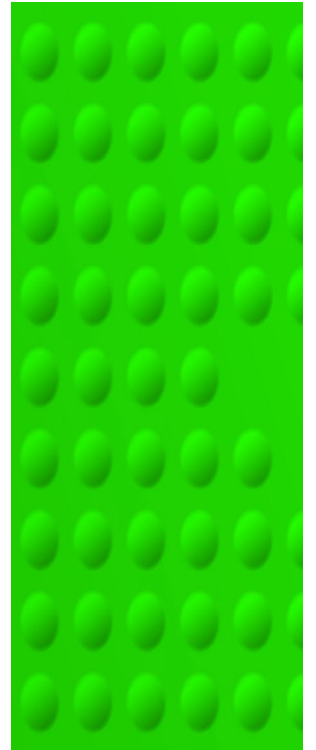
# Parliamentary Procedures

- **Properly record the business transactions in the minutes**
- **The Robert's Rules of Order Newly Revised 12th Edition is the foremost authority on parliamentary procedure.**
- **Minutes belong to the club.**
- **Minutes are legal documents and must never be destroyed.**
- **At the end of the year, minutes are turned over according to Standing Rules or Procedures.**



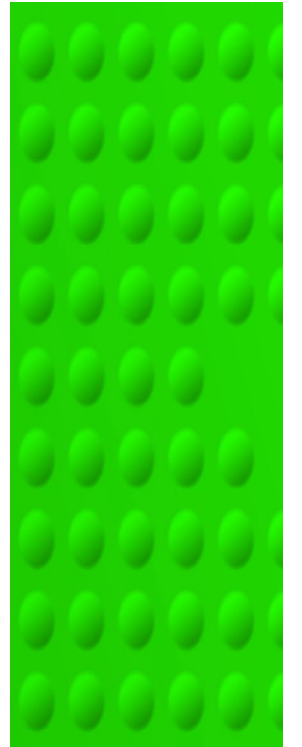
# When Minutes are referred to

- **Minutes are where one looks for items of finished or unfinished business.**
- **Minutes serve as a reference for the President and the Executive Board regarding what ACTION has been taken and what items of business might need to be included in the next meeting agenda.**
- **Minutes may also include committee assignments, as well as pending business that needs to be revisited.**
- **What was voted on and the outcome of the vote.**



# What Minutes Are and Are Not

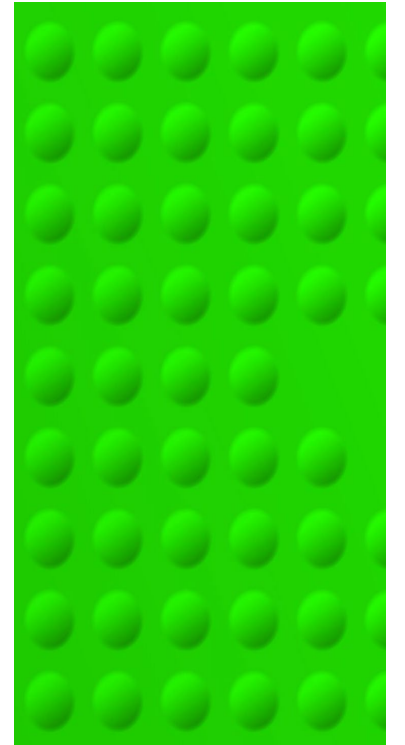
- Secretary's meeting notes may include records of discussion about topics, but discussions are NOT be included in the minutes.
- Minutes should include results only (Motion-Seconded-carried or failed)
- "Record of proceedings" refers to "record of action(s)" taken.
- All business meetings must be recorded
- Minutes provide a record of the actions taken and evidence that the actions were taken according to proper parliamentary procedures.
- Minutes are legal documents and only contain actions taken NOT discussions of topics.



# Minutes Must Include

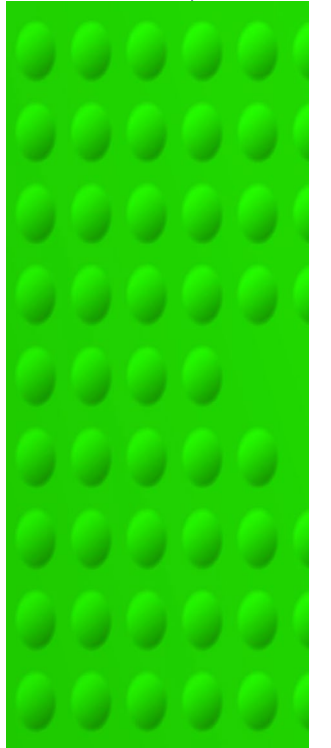
- **Name of Club**
- **Type of meeting. (business or program)**
- **Date and place of the meeting**
- **Who called the meeting to order and at what time**
- **The name of the presiding officer and title are included in the minutes.**

**Example: The meeting of the Pilot Club of \_\_\_\_\_ was called to order by President \_\_\_\_\_ on Thursday, April 7, 2022 at 4:00 pm at (Meeting location).**



# Minutes Must Include cont.

- **Who was at the meeting and who was not.**
- **It is also appropriate to list any appointments such as Timekeeper, Parliamentarian, etc.**
- **Record whether minutes of the previous meeting were read/distributed and approved or approved as corrected.**
- **Treasurer's Report once presented can be "Filed for Audit."**
- **The time the meeting adjourned.**



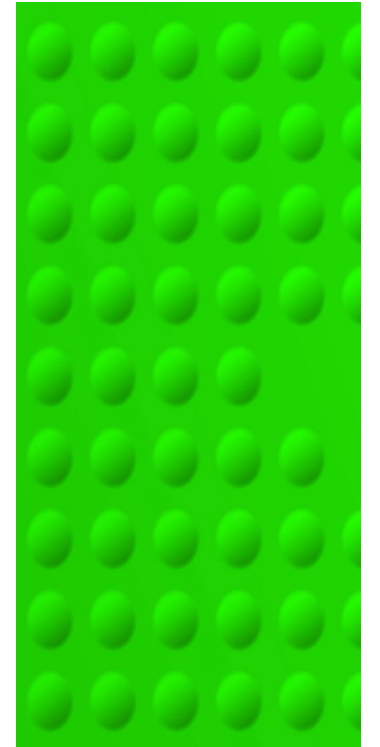


# Reminders for Minutes

- Any reports that are to be made a part of the minutes (Report of the Nominating Committee, Task Force Reports , etc) should be noted and attached to the minutes.
- A record of Electronic Voting is included in the minutes with the following language: “ Name move to ratify the vote on (Date) regarding (Subject of the vote taken) and to include the results of the vote in these minutes”: add the result of the vote: Requires a **SECOND!**
- Minutes need to follow the agenda and include “any action taken.
- The name of the person making the motion must be included in the minutes.

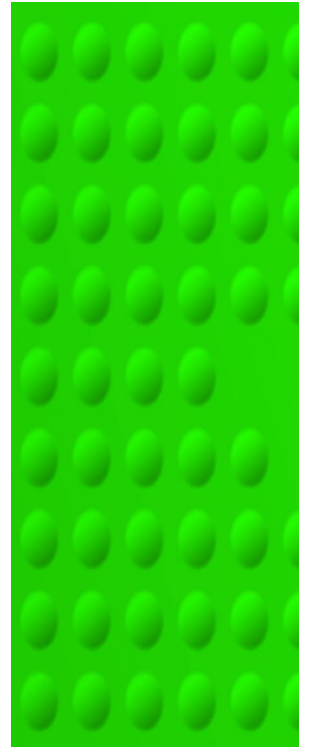
# Reminders for Minutes cont.

- **Listen carefully to the wording of motions.**
- **Be sure to record the fact that a motion is seconded. It is not required that their name be included in the minutes.**
- **Motions without a second are not recorded in the minutes. The motion dies due to lack of action (a second)**
- **Record whether the motion carried or failed.**
- **A motion that is withdrawn is not mentioned in the minutes.**



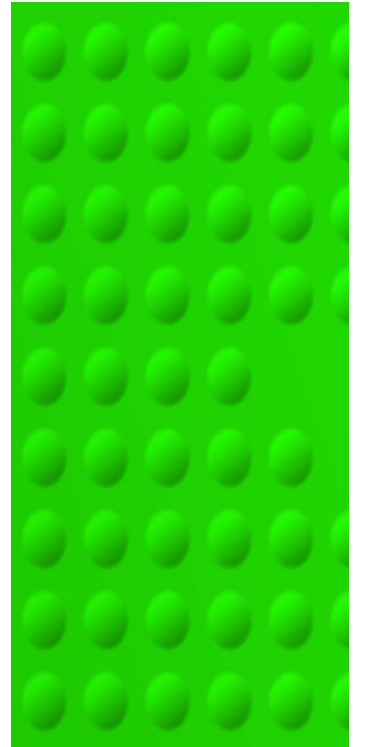
# Removing a Motion

- **If a motion has been seconded and restated to the assembly, then it must 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.**
- **If a motion which belonged to the assembly is removed, both motions must be recorded in the minutes.**



# Distribution of Minutes

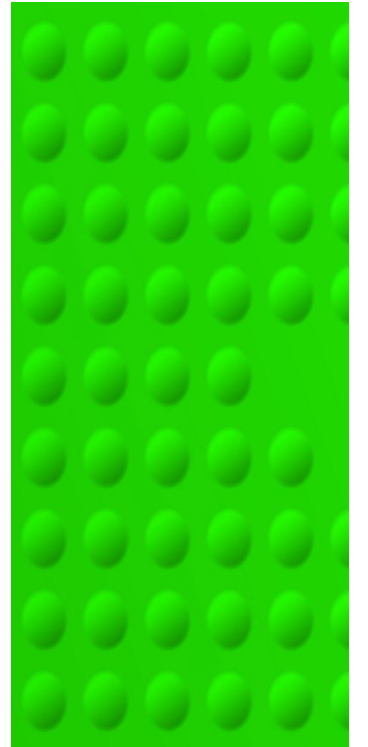
- **File the original with signature (can be electronic) and date of approval with the other minutes.**
- **Keep the minutes available for 3 years for public inspection.**
- **MINUTES ARE NEVER DESTROYED!**



# Assisting the President

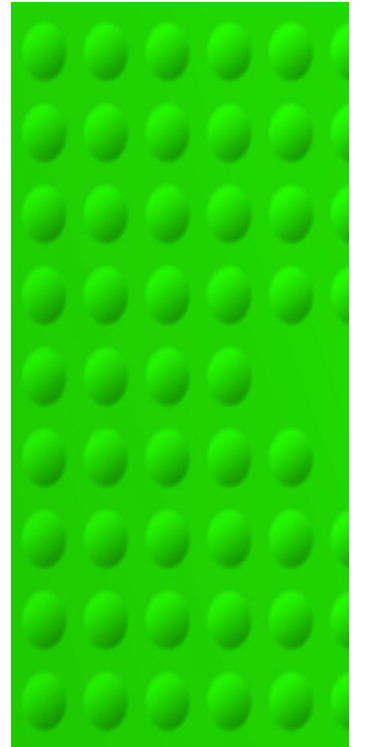
**Second on a Secretary's list of responsibilities is to assist the President.**

- **Keep the President on track by assisting with getting things done.**
- **Correspondence, with computers this may not be necessary, but you never know when you might need to assist in this way.**
- **If you have a strategic plan, keep it current.**
- **Promote attendance at all Club meetings**
- **In the event you are unable to attend, make sure someone is appointed to record the proceedings.**



# Resources

- **The Club Manual and needed forms can be found on the PI website.**
- **Change in membership forms.**
- **Memberclicks info and training.**
- **Note: Robert's Rules of Order Newly Revised 12<sup>th</sup> Edition and the Robert's Rules of Order Newly Revised In Brief 3rd Edition is the only authorized concise guide**



Any Questions???

*Remember!*

**“If it is not recorded,  
it did not happen, and it doesn’t exist.”**