

The **FCCLA Secretary's Record** and the following tips can help the chapter secretary take and present meeting minutes.

- Identify the presiding officer, program participants, and those presenting special reports.
- Use headings and a separate paragraph for each item of business.
- State each issue discussed, note major points made, and record the conclusion for items involving major discussion. (Be concise and to the point.)
- Include all main motions adopted or rejected.
- Include name of person making motion (name of person seconding motion need not be included in minutes).
- Include vote count for very important or controversial motions.
- Write minutes in the third person (full names and “he,” “she,” “they”).
- Attach committee reports to the minutes. It isn't necessary to take notes on reports, only on acceptance, rejection, or changes.
- Make corrections or additions to the minutes with red ink directly on the original minutes.
- Use only one side of the paper and number each page.