



Writing minutes – some basic guidelines

- List people present and record apologies for absence
- Follow the order of the agenda and try to keep each section short. Give each sub-section its own separate heading and give each point a separate paragraph.
- State the main issues and decisions taken
- Do not take sides when recording a discussion. Try to be objective and impartial and outline the facts of each argument
- Record the full text of motions, if a vote was taken
- Write up the minutes as soon as possible after the meeting, whilst the discussions are still fresh in your mind
- Circulate the minutes to all members of the committee soon after the meeting (ideally within a few days) so as to inform those who were absent and to remind those who have some work to do arising from the meeting
- Make a diary note for a fortnight's time to follow up action points and check the action points have been carried out
- When documenting Annual General Meetings, which are usually governed by strict constitutional rules regarding procedures, keep a formal record, stating the names of proposers and seconders, quoting the exact text of resolutions and the results of the voting
- Committee meetings can be minuted more informally, by simply stating the decisions that have been taken unless any special request has been made to record disagreement