

Best Practices – Minutes

BoardBook has a variety of tools related to your meetings minutes. From taking the minutes, to formatting the minutes, and finally to posting your minutes we have the tools and best practices for you.

In this document we will discuss general best practices. Some of these practices may or may not apply to your specific organization.

Overview of Minutes Related Tools:

While most of our organizations post their approved minutes as recommended, a growing number are finding that our minutes related tools and capabilities are making the minutes taking process easier and more efficient.

Best Practices

Post your approved minutes using the 'Custom Minutes' process

A detailed description in our 'Uploading the approved minutes and completing the meeting' video, makes posting your approved minutes for your users and public easy. Note that this capability is completely independent of the use of any of the other minutes related tools.

Attendance and more attendance

For Board Members: The Attendance Minutes manager tool is intended to provide a quick and easy way to track the presence of your voting members. This tool can be used as often as needed during a meeting to record which voting members are in the room / meeting. Note, this tool is integrated with user accounts, make sure your board members are set up and have the 'voting member' permission.

For Administrative Staff and others: Many of our organizations also like to record the attendance of administrative staff or guests. This can be done in the Discussion field. We recommend adding this information before the meeting to make identifying who is present even easier. This can be done by users with the Agenda Manager, or Minutes Manager permissions.

Bonus tip: Add that list into your meeting template and it will populate for future meetings when that meeting template is used.

Recommended Motions

Recommended motions are often seen as a way to provide your voting members with examples of how a motion might be made. Having recommended motions in place makes the minutes taker's job even easier. Users with the Agenda Manager permission can add one or multiple recommended motions to an agenda item. During the meeting a user with the Minutes Manager permission can use the Take Action tool and either select the appropriate recommended motion, editing it if necessary, or even document the motion manually. Basically, they can do whatever they need to record the motion as it was made.

Motions, Amended Motions, and Subsidiary Motions

While having recommended motions makes things easier, sometimes a motion may be amended or subsidiary motions added. All of these can be documented using the Take Action tool. Motions can also be recorded as withdrawn or tabled.

Recording the vote

The Take Action tool, used by the Minutes Manager allows for recording the motion as made, identifying who made and seconded the motion as well as recording the individual votes. This information is then, along with any other information collected by the Minutes Manager, is available by running a Minutes Report. The minutes report template can be configured to present the vote as either detailed, showing each voting member's response to each vote, or summary, showing the overall totals of yes / no votes.

Customize your tool

Does your board use phrasing other than Yea, Nay, Abstain with Conflict? Contact us and we can customize this for you.

Customize your Minutes Report

Just like your Agenda Report, the downloaded Minutes Report is formatted with a report template. This allows for customizing your header, footer, any standardized text or the entire layout of the document. This is also where you can customize how the vote results and attendance are displayed.

Keep your user accounts up to date

The Take Action and Attendance tools rely on your board members both having user accounts and those accounts being set up properly. See the 'Working with Users' section of our support page for more information.

For more information about minutes have a look at our 'Minutes Manager Tools' video, and 'Minutes Manager Tools in BoardBook Premier' handout as well as our 'Uploading the approved minutes and completing the meeting' video located on our support page. The support page can be reached by clicking on the blue circle with the question mark (found at the top of the page) and selecting 'BoardBook Administration and Meeting Management Help'.