

Approving the Minutes

Minutes are typically prepared and distributed in advance of the next regular meeting of the board and are considered to be a draft document until the board takes action.

Members may offer corrections prior to the meeting and, if the secretary makes those changes, he/she can notify the membership of the corrections. The secretary may distribute corrected copies at the meeting where action is to be taken on the minutes. If the document is acceptable to the board, then the appropriate action is to approve the minutes as presented.

If changes are made at the board table, then the appropriate motion is to approve the minutes as corrected and the corrections are noted directly on the minutes. The minutes of the meeting wherein the revision occurs should state that the minutes of the previous meeting were approved as corrected, without specifying the changes.

If the minutes are corrected at a later date (even years later), then the appropriate motion is to amend something previously adopted. There should be advance notice provided and the vote may be approved by majority vote or by unanimous consent.