

HOW TO CORRECT THE MINUTES

- ◆ Corrections to the minutes are to be made immediately following the reading of the minutes or, if distributed and not read aloud, during the time devoted on the agenda to the minutes.
 - Whenever an error is mentioned, it is noted in the minutes of the current meeting.
 - Corrections are made in the secretary's minute book by circling the incorrect words with a red pen and placing the correction in the margin.
 - All corrections must be initialed and dated.

- ◆ Corrections to the minutes can be made years later by means of a motion to amend something previously adopted. This requires a two-thirds vote or a majority vote with prior notice.

- ◆ With approval of the association the reading of the minutes of the meeting may be postponed to the next meeting, or a committee may be appointed to read the minutes and report findings at the next meeting. If a committee is appointed, all members must have been present at that meeting. The members of the committee must sign their names at the end of the master copy of those minutes.

- ◆ Only the group (executive committee, executive board, association) which created the minutes can correct them!