

## GUIDE FOR PREPARING MINUTES

### *Heading of Minutes*

Minutes should be headed for ready reference and identification in capital letters and blocked in the top center of the page such as:

MINUTES OF THE REGULAR MEETING OF  
THE HOUSING AUTHORITY OF THE CITY  
OF \_\_\_\_\_  
HELD ON JANUARY 1, 20XX

The heading should contain (a) the name of the Authority (b) the type of meeting, i.e., regular, special, or annual, and (c) the date on which it was held.

### *Opening Paragraphs*

- a. The opening paragraph of the minutes should reflect (1) the type of meeting, (2) the name of the Authority, (3) the date on which it was held, (4) the time of the day, and (5) the place at which it was held. Such a paragraph might be:

"A regular meeting of the Housing Authority of the City of \_\_\_\_\_ was held at 10:00 a.m., on Friday, January 1, 20XX, in the City Hall in the City of \_\_\_\_\_."

- b. The opening paragraph should be followed by a statement showing the Commissioners and others present at the meeting:

"The meeting was called to order by chairman E.C. Jones, and the following commissioners of the Authority were present: Chairman E.C. Jones, Commissioners J.A. Smith, T.H. Brown, A.L. Green, and E.D. White. Absent were: None. The following also were present: H.L. Black, Executive Director, and R.L. King, Attorney for the Housing Authority."

### *Special Meetings*

- a. If a special meeting is called, the notice of the call of the special meeting should be read and included in the minutes of the meeting. Such a notice might be:

"You are hereby notified that the Commissioners of the Housing Authority of the City of \_\_\_\_\_, are called to meet in special session at 10:00 a.m. on Friday, January 9, 20XX, at the City Hall in the City of \_\_\_\_\_, for the following purposes:

- "(1) Submission and approval of modification of contract with HUD.
- "(2) Appointment of architects and engineers to represent the Authority in the preparation of an application and other papers and documents necessary to submit such application to HUD.
- "(3) Discussion of any other business that may come before the meeting. *(However, no action can be taken on anything that is not specifically stated among the purposes.)*

"Dated January 5, 20XX

(Signed) \_\_\_\_\_  
Chairman"

- b. Care should be taken to ensure that the notice of special meeting is served in accordance with the by-laws to each of the Commissioners and in sufficient time prior to the meeting to comply with the minimum time allowed by the by-laws.
- c. The recording of the notice of the special meeting should be followed immediately by a certificate of the Secretary to the effect that such a notice was served. This Certificate should read substantially:

"CERTIFICATE AS TO SERVICE  
OF NOTICE OF SPECIAL MEETING

"I, H.L. Black, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of \_\_\_\_\_, do hereby certify that on January 5, 20XX, I served, in the manner provided in the by-laws of said Authority, upon each of the Commissioners of said Authority, a true and correct copy of the foregoing NOTICE OF SPECIAL MEETING.

"IN TESTIMONY WEREOF, I have hereunto set my hand this 9th day of January, 20XX.

(Signed) \_\_\_\_\_  
Secretary"

- d. In some instances it is desirable, when one or more of the Commissioners will be absent from a special meeting, that a Waiver of Notice and Consent to a Special Meeting be executed. This should be used when any controversial matter is the subject of the call of a special meeting. The Waiver of Notice should be executed by those who know that they will be absent from the meeting. This does not authorize a meeting to be held or business transacted by less than a quorum which is three Commissioners.

### *Approval of Minutes of Previous Meeting*

The next three step should be the recording of the reading by the Secretary and the approval of the minutes of the previous meeting. This could be recorded as follows:

The minutes of the previous meeting were read by the Secretary and were approved as read without objection.

### *Resolution and Motions*

- a. After the preliminaries set forth above, the actual business of the meeting should be recorded.
- b. The use of resolutions may be confined to adoption of policies or the adoption and authorization for execution of formal documents such as agreements, contract amendments, and matters relating to financing. Other matters can be handled by a simple motion setting forth specifically the action taken. All resolutions should be numbered.
- c. A resolution may be recorded as follows:

"The following resolution was introduced by Commissioner White, read in full, and considered:

RESOLUTION NO, \_\_\_\_\_

"RESOLUTION ADOPTING A STATEMENT OF PERSONNEL POLICIES ESTABLISHING REQUIREMENTS FOR EMPLOYMENT, DUTIES OF EMPLOYEES, AND REGULATIONS TO GOVERN IN PERSONNEL MATTERS.

"BE IT RESOLVED by the Housing Authority of the City of \_\_\_\_\_ that a Statement of Personnel Policies be adopted to govern in all personnel matters of this Authority. A copy of this Statement of Personnel Policies is attached as Exhibit A to the minutes of this meeting.

"After discussion, Commissioner White moved that the Resolution be adopted as introduced and read. The motion was seconded by Commissioner Green and on roll call was adopted with the following vote:

"AYES: Commissioners Smith, Brown, Green, and White

"NAYS: None

"The Chairman thereupon declared the motion carried and the resolution adopted."

- d. In order to reduce the amount of typing required to prepare the minutes, it is suggested that documents be incorporated in the minutes by reference and by attachment as exhibits, as in the example given above. This technique is especially useful where HUD furnishes fill-in forms and documents for completion and adoption by the Authority,
- e. When the Chairman or other official or officials are required to execute a formal document, *specific direction and authorization to execute it should be contained in the resolution approving the instrument.*
- f. Any action taken by the Authority changing the by-laws should conform strictly to the requirements of the by-laws.
- g. Actions of the Authority requiring approval by HUD before such actions become effective should be recorded by showing that such action does not become effective until it is approved by HUD. This may be done in one of several ways. The motion or resolution may be prefaced with the words "Upon approval by HUD", "Subject to HUD approval", or if HUD approval has previously been given to the suggested action, the minutes should reflect that the Authority had knowledge that such approval had been given.
- h. On all matters the actual vote by "Ayes" and "Nays" of the Commissioners should be recorded.

### *Closing*

- a. Closing of the meeting may be recorded as follows:
  - "There being no further business to come before the meeting, it was moved, seconded, and carried that the meeting adjourn.
  - "The Chairman thereupon declared the meeting adjourned."
- b. The minutes should be signed by the Chairman and attested by the Secretary. The official seal of the Authority should be placed immediately above the attesting signature of the Secretary.

### *Extracts of Minutes*

- a. If extracts from the minutes of a particular meeting are required for submission to HUD or for other purposes, the heading should contain "EXTRACTS FROM THE MINUTES OF" followed by the rest of the heading.
- b. When extracts from the minutes are presented, a Certificate of the Secretary, properly sealed should be attached. This certificate should read as follows:

"CERTIFICATE

"I, H.L. Black, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of \_\_\_\_\_, do hereby certify that the attached extract from the minutes of the regular meeting of said Authority, held on the 9th day of January, 20XX, is a true and correct copy of the original minutes of said meeting on file and of record insofar as said original minutes relate to the matters set forth in said attached extract, and I do further certify that the copies of the Resolutions appearing in said attached extract are true and correct copies of the respective Resolutions adopted at said meeting and on file and of record.

"IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority this \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

(Signed) \_\_\_\_\_  
Secretary"

(SEAL)

- c. Unless otherwise specified, a single copy of the Certificate of the Secretary for each extract of minutes is sufficient. Such Certificate should be signed and sealed by the Secretary although all other signatures in the extracts may be typed.