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## Outline of the Procedure to Adopt or Amend Minutes

1. **Chair announces approval of minutes as the next item of business.**
  2. **Secretary reads the minutes** (if not distributed in advance).
  3. **Chair asks for corrections** to the minutes.
    - **Members suggest corrections**, if any.
    - **Chair handles corrections** (no vote is appropriate unless there's disagreement).
  4. **Chair declares (no vote) the minutes approved** as corrected (or as presented, if no corrections).
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## Script Example

1. Chair /Presiding Officer:  
"The next item of business is the approval of the minutes from our last meeting [*include if accurate:*] that were circulated in advance."

**If minutes were previously distributed, Chair can skip to #3 and proceed.**

*If the minutes were not distributed in advance:*

"Will the secretary please read the minutes?"

2. *Secretary reads minutes aloud.*

3. Chair:

"Are there any corrections to the minutes?" (*pause*)

*(Members offer corrections, if any.)*

4. Chair (*no corrections*):

"Since there are no corrections, the minutes are approved."

*Or with corrections, the Chair recognizes the member, they state the correction. Chair writes down corrections, verify Secretary has the same language.*

**Repeat #3 until no further corrections are offered.**

"Since there are no further corrections, the minutes will be approved as corrected."

Chair: The next item of business is ...