



UNITED STATES DRESSAGE FEDERATION™

USDF Meeting Minutes Guideline

Guideline:

All USDF meetings and associated minutes will be conducted, in principle, according to Robert's Rules of Order Newly Revised Edition (RONR). In addition to the requirements prescribed by Roberts Rules, USDF meeting minutes will incorporate an executive summary format, which includes a brief discussion summary of the major points made, as well as dissenting views. This should be reflected for each agenda item including discussion topics and those leading to actions, motions, and votes. USDF minutes must be clear as to the action and the actual vote, and will serve as a written, historical record of what decisions were made during the meeting. For website postings, the transparency policy as outlined in USDF Policies & Procedures, Chapter II. E. will be followed. *Additional Executive Board specific communication policies and procedures are found in Policies & Procedures, Chapter VII. D.*

Format Outline:

Staff liaisons will record committee meeting proceedings and produce minutes. The committee chairs will review and provide edits as needed. The board Secretary will prepare board minutes with the assistance of staff as requested by the Secretary. The committee or board members are responsible for approving the minutes. (The word "committee" in this document applies to USDF standing and Sub committees, councils, task forces, working groups, and commissions, and "board" refers to the USDF Executive Board or Board of Governors.)

I. Meeting Agenda and Electronic Recording of Meetings:

- A. The meeting agenda should serve as the basic outline for preparing the minutes and be distributed prior to the meeting.
- B. The agenda should include, as applicable:
 - Opening remarks and call to order
 - Roll call and verify quorum
 - Approval, or recognition of the minutes from the last meeting(s)
 - Approval of the agenda, or the addition, removal and correction of agenda items
 - Reports of officers, boards, standing committees, and standing working groups
 - Reports of special committees; task forces, working groups, as applicable
 - Unfinished business (*carry over from previous meeting*)
 - Discussion topics
 - New business (*New discussion items identified during the meeting*)
- C. Meetings may be electronically recorded at the request of the committee chair or board Secretary. Electronic recordings of meetings can be used as a reference in preparing the meeting minutes.

II. Format for Meeting Minutes:

- A. Include a list of the attendees (*both their first and last names*) in the following order: members, guests, staff, and absentees

- B. The meeting heading or first paragraph of the minutes should contain the following:
- The kind of meeting: regular (*a meeting that is scheduled to cover necessary business*); special (*a meeting that is called in addition to a regular scheduled meeting to address an important topic*); adjourned regular (*a continuation of a regular meeting with unfinished agenda items*); or adjourned special (*a special called meeting that requires further discussion and completion*)
 - The name of the organization
 - The date and time of the meeting
 - Note that the chair and liaison are present; if not, who substituted for them
 - Confirm whether or not a quorum exists
 - The approval of minutes from previous meeting(s), and/or recognition of minutes approved electronically since the last meeting
- C. The body of the minutes should contain a separate paragraph for each discussion topic:
- Major points should be covered, as well as dissenting views. Include motions that are made, and actions agreed upon. If an action is to be taken, note who is to take the action and the associated timeline. When actions and votes are taken, minutes must be clear as to the action and the actual vote.
- D. The last paragraph should contain the following:
- If a follow up meeting is suggested or scheduled, make a note of it.
 - The hour of adjournment
 - Secretary's or chair's signature (acceptance of draft)