

Kansas State Recording Secretary

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This officer is honored to serve in the Kline Administration and is available to answer questions or provide guidance as needed to Chapter Officers, State Committee Chairs, and its membership. Please do not hesitate to reach out to me via email or phone.



Reports: Chapter Regents, State Chairs and District Directors shall submit their annual report of **LESS** than 200 words to the State Recording Secretary by no later than **10 days** before the beginning of the State Conference each year. Reports received over 200 words will be edited for content by the State Recording Secretary.

Tips for Meeting Minutes

Minutes can be taken electronically, by hand or by recording the meeting, whichever is most convenient for the chapter recording secretary. The minutes become the official record of the meeting once approved and should be provided to the Chapter Regent as soon as possible.

A suggested outline for the minutes follows:

A. The first paragraph should state:

1. The type of meeting: regular, special, executive, or board of management;
2. The name of the organization (state/chapter);
3. The date, time and location of the meeting;
4. That the Regent and Recording Secretary were present, or in their absence, the names of their substitutes;
5. Whether the previous meeting's minutes were approved as read or distributed, or approved as corrected and the names of those approving the minutes, if a committee was appointed;
6. The minutes should also indicate if a quorum was present, if voting occurred.

B. The body of the minutes should contain a separate paragraph for each subject and should include:

1. All motions along with the name of the member making the motion, but not the name of the person who seconded the motion. If a motion or recommendation comes from a committee, it does not need a second;
2. The final wording of the motion as adopted or disposed, and whether the motion was debated, amended, or temporarily disposed of, as well as any secondary motions;
3. The disposition of each motion and any amendments to the motion that were pending, including whether the disposition was temporary;
4. All points of order and appeals, whether sustained or lost, together with the reason given by the Regent for her ruling;
5. When a count has been ordered or the vote is by ballot, the results of the vote should be recorded.

C. Officer and committee reports may be filed with the minutes, summarized by the Recording Secretary in the minutes, or, if ordered by the assembly, entered in full into the minutes.

D. The name and program topic of a guest speaker may be mentioned, but contents should not be summarized.

E. The last paragraph should state the hour of adjournment.

Helpful Tools:

DAR Handbook and National Bylaws

<https://www.dar.org/members/forms-publication-sp/dar-handbook-and-national-bylaws>

National Information Packet

<https://www.dar.org/members/forms-publication-keyword/NIP%20Form>

Roberts Rules of Order

<http://www.rulesonline.com/>