

## Recording Secretary (Rec Sec) Training

### WHERE ARE THE REFERENCES I NEED?

- **P.E.O. Constitution (2017)** – peointernational.org >> login >> resource library >> local chapter members >> Constitution
  - Constitution, Part III, Article V, Duties of Officers. Sec. 4 – Recording Secretary
- **International Instructions and Guides** – peointernational.org >> login >> resource library >> local chapter officer resources >> recording secretary forms >>
  - **IOLC Recording Secretary Section (includes President's Book Appendix #3)**
  - **IOLC Policies**
  - **How to use the template for minutes**
  - **Instructions to Recording Secretary – Instructions for Minutes (same as President's Book Appendix #7)**
  - **List of Supplies for Officers of Local Chapters**
  - **Template for Minutes of a Regular Business Meeting**
  - **Template for Minutes of a Regular Social Meeting**
- **State Instructions and Guides** – coloradopeo.org >> login >> chapter resources >> forms and references >> recording secretary >>
  - **Index of Minutes (optional)**
  - **Contents of Recording Secretary's Book (optional)**

### WHAT INTERESTING THINGS WILL MAKE ME APPEAR SMART?

1. The P.E.O. Constitution, Part III, Article V, Duties of Officers, Sec. 4 tells the Recording Secretary to send a copy of the local chapter (LC) bylaws and standing rules to the s/p/d in March. The address [costatechapter@gmail.com](mailto:costatechapter@gmail.com) was published in the Feb newsletter.
2. The P.E.O. Constitution, Part III, Article V, Duties of Officers, Sec. 9 reminds the outgoing Recording Secretary to deliver to her successor all papers and supplies of the office with a list; and get a receipt from the new Recording Secretary.
3. The President's Book, Procedure for P.E.O. Chapter Meeting, Item #9, permits the recording secretary to receive written reports from committees. If you can train committees to do this, written reports make it easier to ensure correct information is integrated into the minutes.
4. The IOLC, Rec Sec, pg. 1, elucidates the retention record for your documents. If you use a laptop to take minutes at the meeting, you never have worksheets or temporary minutes.
5. The IOLC, Rec Sec, pg. 2, states the Rec Sec will use the President's Book, Appendix #3 to elect a meeting chair if the president and vice president are not present. Appendix #3 is page 4 of the IOLC, just in case the President's Book is also not at the meeting.

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6. The IOLC, Rec Sec, pg. 3 tells the Rec Sec to give ballots and pencils to VP, and to destroy all ballots after the chapter meeting. This would tend to indicate the Rec Sec keeps the ballots and pencils in her meeting bag.
7. The IOLC, Rec Sec, pg. 3 contains the pronouncement that minutes may not be mailed or emailed to chapter members.
8. The Instructions to Recording Secretary (App #7), pg 1, communicate how to set up a new year in the Recording Secretary's book. The old year can be filed as soon as you don't need it anymore. Put the index (if used), the list of officers, that year's bylaws, and the signed approved copies of the minutes in a large envelope and write the contents on the outside. Example: Chapter PDQ Minutes March 2023 – Feb 2024
9. The Instructions to Recording Secretary (App #7), pg 2, say that first and last names are used in the minutes.
10. The Instructions to Recording Secretary (App #7), pg 3, indicate the name of the motion maker is recorded, but not the name of the seconder. Motions from committees do not require a second. (RONR in brief (2011), p. 148, Chapter 16, E., b) Main Motions Only.)
11. The Instructions to Recording Secretary (App #7), pgs 3-4, direct that a name is not recorded in the minutes until after a favorable ballot.
12. The Instructions to Recording Secretary (App #7), pg 4, specify that the minutes include signature and title but "respectfully submitted" is not added.

### **WHAT ARE SOME REALLY GOOD THINGS TO REMEMBER?**

1. The CO website has an optional index for minutes page that may be useful to you.  
<http://coloradopeo.org> >> login as member >> chapter resources >> forms and references >> recording secretary forms >> index for minutes
2. The CO website has an optional but useful "Contents of Recording Secretary's Book".  
<http://coloradopeo.org> >> login as member >> chapter resources >> forms and references >> recording secretary forms >> contents of recording secretary's book
3. Keep the minutes short. They are a record of reports and decisions. Points made during discussion need not be captured in the minutes.
4. Suggestions for the good of the chapter should be brief. It is wise to omit any personal or medical details that would be awkward to read at the next meeting. Good examples:  
"Concerns about Jane Doe were shared." "Regrets were received from Sarah Smith and Julie Jones."
5. Whatever is in the minutes is what actually happened. This is true even if someone has an alternative memory of an event.