

Minutes must be recorded at all board, general, special and emergency meetings where a quorum (number outlined in your bylaws) exists to deliberate and make decisions on behalf of the neighborhood association.

Minutes serve as the official record of neighborhood association meetings, creating a common record and institutional memory that everyone can access. The secretary's role is not to create a verbatim transcript of each word spoken at the meeting, but to summarize discussions and actions.

### **At a Minimum, Minutes Must Include:**

- The names of members (both board and general) in attendance
- Summary of discussion and all actions (motions and seconds, proposals, and resolutions stated in full)
- Results of all votes taken (number of votes in favor, opposition and abstentions)
- Summary of minority opinions (if any) stated in opposition to a vote
- Start and end time of the meeting

Minutes shall be put in writing and made available to the public (except for minutes from a board's executive session), within a reasonable time after the meeting. Possible places to post the draft minutes for review by the membership- website, email distribution list, public bulletin board, neighborhood association listserv, etc.

It is advised to have draft minutes available for review at least two weeks prior to the next meeting. Encourage board members and others to submit changes to the minutes several days before the meeting via email. This will expedite the process at the meeting.

At the next scheduled meeting, make hard copies of the previous month's minutes available to all in attendance. Allow time for review and ask for any edits/additions prior to calling for a motion to approve the minutes.

Once meeting minutes are approved, neighborhood associations are required by Portland's Standards for Neighborhood Associations to forward copies of their meeting minutes to SE Uplift. Email to [holli@southeastuplift.org](mailto:holli@southeastuplift.org), fax to 503-232-5265, or mail to 3534 SE Main St, Portland, OR 97214.

### **Retention of Records**

Any person may inspect the minutes and other official records of a neighborhood association by contacting SE Uplift. In order to comply with city regulations it is important that neighborhood associations promptly deliver copies of minutes, Articles of Incorporation, records of tax-exempt status, records of grievances and bylaws to SE Uplift for the coalition's archives.