

Neighborhood Association Meeting Minutes

Minutes must be recorded at all board, general, special and emergency meetings where a quorum is present and decisions will be made on behalf of the neighborhood association.

Minutes serve as the official archive 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, but to summarize discussions and actions. For a presentation, you can simply list the speaker's name, organization and the topic that was discussed. Specific details are not necessary.

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 list, public bulletin board, 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, ask for any edits and note changes to be made. It is not necessary for Secretaries to read the minutes aloud at neighborhood association meetings.

After Secretaries make the appropriate changes to the meeting minutes, the approved minutes must be forwarded to SE Uplift in a timely manner, along with that month's approved meeting agenda and the sign-in sheet. Email approved minutes to your SE Uplift staff contact or fax 503-232-5265.

Retention of Records

Neighborhood associations are required to follow the requirements relative to public records as outlined in the Office of Neighborhood Involvement Standards for Neighborhood Associations. Any person may inspect the minutes and other official communications of a neighborhood association by contacting SE Uplift. In order to comply with city regulations, it is important that associations promptly deliver copies of approved minutes, annual reports with the Secretary of State and Department of Justice, records of grievances, amended bylaws and any other official association correspondence to SE Uplift for the coalition's archives.

At a minimum, minutes must include:

- The names of attendees present
- 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 meeting