



January Quiz

See if you can determine what might have been done incorrectly in this scenario:

Member A: "I move to approve the minutes of the previous meeting."

Chair: "Is there a second?"

Member B: "Second."

Chair: "It is moved and seconded to approve the minutes. Are there any corrections? (Pause) Are you ready for the vote? (Pause) Those in favor of approving the minutes as written, say "Aye." (Pause) Those opposed, say "No." (Pause). The "ayes" have it and the minutes are approved as written."

The answer from Robert's Rules of Order Newly Revised 11th edition (underlining added for emphasis) :

(p. 354, l. 34 – p. 355, l. 6) After any corrections have been disposed of, and when there is no response to the chair's inquiry, "Are there any corrections [or "further corrections"] to the minutes?" the chair says, "There being no corrections [or "no further corrections"] to the minutes, the minutes stand [or "are"] approved [or "are approved as read," or "approved as corrected.]" The minutes are thus approved without any formal vote, even if a motion for their approval has been made.

Below are additional questions to challenge yourself or others in your unit or study group:

- Are you surprised by this? If you are, why?
- Although not necessary, is it still OK for someone to make a formal motion during a meeting to approve the minutes? (See p. 354, ll. 23-24)
- Do you work with any groups or clients who regularly move, second and vote on approving minutes? Should they change their method? Why or why not?
- If the chair did happen to take a vote to approve the minutes, what would be the result if a majority voted "no"?
- What is the proper way for a member to disagree with approving the minutes as written?
- Do you know the process to follow if a member proposes a correction to the minutes but another member objects to the change?