



Arlington Regia Legion of Mary

Guidelines for Council Minutes **January 26, 2005**

Minutes are an essential part of the Legion system. The minutes record the proceedings of the meeting, constitute the formal record, and are the primary communication between the council and the Regia (via the correspondent).

Council minutes should convey a good overall picture of the council meeting while not containing excessive detail. Some general principles for taking minutes are:

1. Discussions on a particular topic should be summarized in one or two paragraphs. Some important comments may be attributed to specific persons, but in general it is not necessary to record and attribute every comment.
2. Conclusions and decisions reached by the body should be clearly stated.
3. Minutes should be typed or neatly handwritten in ink.

Good council minutes should contain the following information (not necessarily in this order):

1. The date and time the meeting started.
2. Who led the opening prayers and rosary.
3. The source of the spiritual reading.
4. A statement that the minutes from the previous meeting were read and approved. Any corrections to the minutes can be handwritten directly on the minutes just read. Any clarifications to the minutes should be recorded in the current meeting minutes.
5. The Vice President's report: The minutes should document ratification of officers elected by attached lower councils, appointment of officers for directly attached praesidia, and resignations or completion of terms. For ratifications and appointments, the minutes should record:
 - a. The name of each person proposed for ratification or appointment.
 - b. The name of the praesidium or council.
 - c. The office.
 - d. Whether first or second term.
 - e. A summary of any discussion.
 - f. The results of the action (i.e., approval or disapproval by the body).
6. Affiliation of new praesidia or councils should be recorded.
7. Elections of council officers must be carefully recorded – see Handbook pages 154-155. This is especially important since the names of the elected offices must be forwarded to the next higher council for ratification. If an election for a vacant council office is held, the minutes should record:
 - a. The name of each person nominated, the name of the person making the motion for nomination, the name of the person seconding the nomination;
 - b. The results of the vote.
 - c. If there is only one person nominated for an office, a voice vote may be held and the minutes should record that the election was by acclamation.

- d. If there are two or more persons nominated for the office, a secret ballot must be held. The minutes should record the names of the scrutineers and the number of votes each candidate received.
 - e. If there are more than two candidates, the Handbook procedures for re-voting must be followed, and the minutes should record the results of each re-vote.
8. Treasurer Report: beginning balance, amount collected from praesidium and attached council donations, type and amount of other income (e.g., supply sales), type and amount of expenses, ending balance.
9. Reports: The minutes should contain a one to two paragraph summary of each praesidium and council report presented at the meeting. The summary should include:
 - a. The names of the persons giving the report.
 - b. The types of works done.
 - c. Any significant accomplishments or problems.
 - d. Comments from the body.
10. An indication of whether the correspondent's letter was read and a summary of any comments from the body.
11. The time the Catena was recited.
12. The name of the person giving the allocutio and a brief summary.
13. Visitation: names of any praesidia or councils visited.
14. Extension report and other committee reports: name of the person giving the report and a short summary of the report and any comments from the body.
15. Summary of any functions held.
16. Summary of any new or old business discussed.
17. Attendance report: The minutes should record:
 - a. The number of directly attached praesidia.
 - b. The number of praesidium officer vacancies
 - c. The number of praesidium officers present
 - d. The number of praesidium officers absent or excused.
 - e. The attendance percentage.
 - f. For comitia, report on the number of directly attached councils represented at the meeting and the number of council officers present.
18. The time the meeting ended.

The draft minutes, along with a copy of any praesidium or council reports presented, should be sent to the Regia correspondent prior to the next council meeting to allow the correspondent enough time to review the materials and write a letter to be read at the next meeting.