



Outline of the Procedure to Adopt or Amend Minutes

1. **Chair announces approval of minutes as the next item of business.**
 2. **Secretary reads the minutes** (if not distributed in advance).
 3. **Chair asks for corrections** to the minutes.
 - **Members suggest corrections**, if any.
 - **Chair handles corrections** (no vote is appropriate unless there's disagreement).
 4. **Chair declares (no vote) the minutes approved** as corrected (or as presented, if no corrections).
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Script Example

1. Chair /Presiding Officer:

"The next item of business is the approval of the minutes from our last meeting [*include if accurate:*] that were circulated in advance."

If minutes were previously distributed, Chair can skip to #3 and proceed.

If the minutes were not distributed in advance:

"Will the secretary please read the minutes?"

2. *Secretary reads minutes aloud.*

3. Chair:

"Are there any corrections to the minutes?"

(Members offer corrections, if any.)

4. Chair *(no corrections)*:

"Since there are no corrections, the minutes stand approved as presented."

Or with corrections:

"Since there are no further corrections, the minutes will be approved as corrected."

5. *Proceed by announcing the next item of business.*