

CHADD CHAPTER/BRANCH MINUTES GUIDELINES

Minutes are classified as the necessary legal documents of an organization.

Minutes should follow a standard format and contain the place, date and time of the meeting. The names of attendees and absentees from the board should be included, along with an acceptance of the minutes of the last meeting.

Minimally, minutes should contain brief and accurate summaries of the meetings' action items and significant other reports or communications made at the meeting. It is essential that they accurately reflect what has occurred at the meeting. Minutes need not and should not extend into long descriptions of discussion items.

If written properly, minutes can be the best evidence of conscientious legal compliance by the association. Our objective with these guidelines is to provide a simple format that offers CHADD chapters and branches the opportunity to create and submit consistent, accurate and concise board minutes in a timely manner, both to the National Office and chapter/branch board members.

The following guidelines create a simple format and offer examples of how clearly to express action items and other statements that are crucial to maintaining the record of CHADD National, Chapter and Branch business operations.

In the future, minutes of chapter board meetings must be completed and forwarded to the National Office in a timely manner. Minutes of Chapter Annual Meetings are required to be forwarded to the National Office by 9/30 and the financial figures reported will become an integral part of CHADD National's IRS Form 990, which is completed to maintain our 501(c)(3) non-profit charitable organization status with IRS.

CHADD CHAPTER BOARD/ANNUAL MEETING
SUGGESTED MINUTES FORMAT

Minutes of CHADD of Northern California, Chapter 504 (Branch #____)
Board Meeting of
held at: _____

The meeting was called to order at _____

Members present:

Members absent:

It was moved by _____, seconded by _____ and passed
(unanimously, if applicable) that the minutes of the last meeting be accepted.

Treasurer's Report: It was moved by _____ and seconded by _____ to
approve the Treasurer's Report. Since the last meeting (or for whichever period is
applicable) the chapter received \$ _____ in income, expended \$ _____ and
has a current balance of \$ _____. The chapter total assets are \$ _____.
The motion was passed (unanimously, if applicable).

Actions taken:

It was moved by _____, seconded by _____, and
passed that: (motion/action) _____
_____.

It was moved by _____, seconded by _____, and
passed that: (motion/action) _____
_____.

There was no chapter (branch) legislative activity since the last meeting. (If applicable)

There was no chapter lobbying activity since the last meeting. (If applicable)

Adjournment: The meeting was adjourned at _____

Respectfully submitted: _____

SAMPLE ACTION ITEMS/STATEMENTS

1. “It was moved by John Smith, seconded by Mary Jones and passed unanimously (if applicable) that the nominated slate of officers be elected by the members present. The slate of officers is as follows: Jane Ready, Chapter Coordinator; Sue Willing, Chapter Treasurer; and Jack Able, Board Member-at-Large.”

Note: Other elected officers, such as Co-Coordinator and Secretary should also be included.

2. “Two chapter members, Mary Jones and John Smith represented the chapter at a hearing at the State Capitol on Tuesday, January 25th to testify on behalf of CHADD on IDEA reauthorization. The cost of the trip was \$105 for mileage reimbursement @ \$.32/mile and meal expense.”

Note: It is required that CHADD report in its board minutes when members act/testify on legislation or lobby on behalf of CHADD, per se. If members attend legislative meetings or lobby as individual citizens or as parents of children with AD/HD and are not reimbursed by the chapter for their expenses, those actions need not be reflected in chapter minutes, nor expenses reported on. CHADD members may identify themselves as members of CHADD, but not purport to speak for or on behalf of CHADD.

3. Chapter Treasurers’ reports require income, expenses and fund balances since the last board meeting or in the 1-year period since the last Annual Meeting. A statement in the Treasurer’s Report of chapter annual meetings is required to reflect a 6/30 (Fiscal Year-End) dollar figure on chapter assets. This would include the market value of any fixed assets owned by CHADD and the total chapter bank balance as of 6/30.

Note: In the absence of the Treasurer, the Chapter Coordinator or another officer can give the Treasurer’s Report.