

**AMERICAN ASSOCIATION OF  
MEDICAL ASSISTANTS  
(AAMA)**

**GUIDELINES FOR THE  
STATE/CHAPTER  
SECRETARY**

**1996  
(REVISED 2/99)  
(REVISED 6/03)**

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## PREFACE

The secretary is elected by written ballot prior to the annual meeting and is installed at the annual meeting. In the case of resignation or removal from office, the unexpired term (per state society/chapter bylaws) shall be filled by appointment from the Executive Board. She/he must meet all the qualifications for this office mandated by the state society/chapter bylaws.

## APPRECIATION

This document was developed to enable an easier transition for the new incoming secretary of the state society/chapter. Some information contained in this document was extracted from the AAMA Secretary-Treasurer's Manual and is applicable to both the chapter and state secretary positions. Every state society/chapter may operate differently and therefore, will need to add to, delete, or change this manual to fit its needs.

The AAMA gives permission to its affiliated state societies and chapters to copy this manual for their use. Any other entities must obtain permission from AAMA to copy this manual.  
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All documents for the AAMA have been developed in accordance with policies established by the AAMA Board of Trustees/Endowment. Any discrepancies in policy statements inconsistent with current policies should be brought to the attention of the AAMA Executive Office and the Board of Trustees. The AAMA Board of Trustees/Endowment will make the final decision on discrepancies. The AAMA Board of Trustees apologizes for any inconvenience this may cause.

## **SECRETARY RESPONSIBILITIES**

- The custodian of the records. She/he must safeguard the minutes. Records of minutes are maintained by the secretary and forwarded to the incoming secretary.
- Attend and record proceedings of all meetings of the society/chapter and executive board.
- If unable to attend the meeting, notify the President as soon as possible so arrangements can be made for a secretary pro-tem (obtains minutes from the missed meeting).
- Transcribe the minutes using one of the formats illustrated in the Secretary's manual.
- Proofread the minutes for accuracy in spelling, grammar, and punctuation.
- Send the first draft of the minutes within 10 days of each meeting to the executive board, committee chairs (and any others that the state society/chapter includes in its bylaws).
- Distribute the minutes to the Board for all meetings.
- Present the minutes at the next meeting for approval (orally or printed).
- After approval, enter date at the end of the minutes (note any corrections in the margin, initial and date minutes at time changes are made).
- Make a list of all unfinished business and submit this list to the President as necessary (The President may choose to identify the items herself/himself).
- Keep roster of state society/chapter members.
- Reply to correspondence as necessary.
- In the absence of the President and Vice President, calls the meeting to order and presides at the election of a chair pro-tem for the meeting.

## **PURPOSE OF RECORDING MINUTES**

- Maintain historical perspective of actions taken by a board or committee.
- Record date, time and place of meeting(s).
- Record members present and absent.
- Record actions, reports and business of the meeting(s).
- Record motions and action taken on each motion.

It is recommended that the secretary and president keep a copy of the minutes. It is also advisable that a copy of the minutes be kept on computer disk.

## **MINUTES**

ROBERT’S RULES OF ORDER NEWLY REVISED states that minutes are a “record of the proceedings of a deliberative assembly.”

Minutes should be an objectively recorded history of meetings of the state society/local chapter. They should be as concise as possible. They should not contain opinions of the recorder (secretary) but should contain actions taken by the Board or Committee.

Members present and absent should be recorded. Member’s credentials (Jane Doe, CMA) should be listed. Members who do not hold credentials (Jane Doe) at present are listed without designation. It is incorrect to list Jane Doe, MA (Note: Medical Assisting or Medical Assistant is a job title. It is NOT listed after a member’s name or on name tags. Only credentials are listed after a person’s name).

All standing committees, ad hoc committees, task forces or strategy teams are listed and called upon by the President for a report. The chair will either indicate a report or indicate “no report.” If no report is made, “no report” is stated in the minutes. (See examples later in this document)

Minutes should contain headings listed on the agenda. Each subject on the agenda should be in a separate paragraph. Minutes should contain all motions and results (with the person making the motion/second).

The secretary is the elected official who is responsible for recording the minutes. She/he is also the custodian of the records. All minutes and all confidential minutes are maintained by the secretary. These records are given to the incoming secretary at the end of the current term of office. (It is advisable to have two sets of minutes in case one set is lost. The minutes are the historical events occurring in the state society/local chapter and need to be kept.)

## **GENERAL INFORMATION ABOUT MINUTES**

### **WHAT MINUTES SHOULD CONTAIN**

1. Type of meeting.
2. Name of assembly.
3. Date, place and time of meeting.
4. Presence or absence of president and secretary or their substitutes.
5. Whether minutes were read or reading was dispensed with.
6. Roll call.
7. Balance as reported by treasurer.
8. All main motions (except those withdrawn), points of order and appeals, whether sustained or lost.
9. The hour of the meeting being called to order and when it was adjourned.
10. Name of maker of motion. The name of the person seconding the motion is not necessary, but it is necessary to indicate that the motion was seconded.
11. If election takes place, include a full report of the tellers.
12. Record of actions taken.
13. Officer and committee reports--only items of great importance are recorded. Otherwise, just record that these reports were given and place the reports in the permanent record book.
14. If there is a speaker at the meeting, record the name of the speaker and the subject the speaker covered.
15. Exact wording of a main motion.

### **WHAT MINUTES SHOULD NOT CONTAIN**

1. Details of the discussion held on any motion.
2. Record of what was actually said during the meeting. Minutes are to contain only the actual action taken.
3. Total itemization of the detail of the officer and committee reports.
4. Details of the speaker's comments.
5. The phrase "Respectfully submitted" is no longer used.
6. Personal opinions of the secretary.

## MOTIONS

Motions record formal actions taken by the board. A member offers a motion requiring board action, a “second” is made by another member, discussion ensues, and a vote taken. The motion is either carried or defeated.

If a motion does not receive a second by another member, it fails for “lack of a second.” No discussion ensues and no vote is taken.

If a motion is defeated and the board wishes to reconsider the motion, a member voting on the prevailing side must agree to reconsider the motion. If the prevailing side refuses to allow reconsideration, it cannot be reconsidered. A motion is needed by the prevailing side to reconsider the motion.

In recording a motion, abbreviations may be used; however, a legend should be used to identify abbreviations not familiar to the board. Such abbreviations for motions may be:

MSC – Motion, seconded, carried

MSD – Motion, seconded, defeated

If abbreviations are not used, the action taken by the board must be spelled out so that no confusion occurs as to the disposition of the motion.

Motions made by a member should be typed in bold and uppercase. The name of the member who seconds a motion does not have to be recorded although it can be placed after the name of the maker of the motion. Suggested formats and examples follow:

Example # 1: **MOTION: THAT THE XYZ STATE SOCIETY/CHAPTER PRINT A ROSTER OF MEMBERS AVAILABLE TO ALL MEMBERS OF THE STATE SOCIETY/CHAPTER. (DOE) MSC.**

Example # 2: **MOTION: THAT THE XYZ STATE SOCIETY/CHAPTER PRINT A ROSTER OF MEMBERS AVAILABLE TO ALL MEMBERS OF THE STATE SOCIETY/CHAPTER. (DOE/JONES) MOTION CARRIED.**

## **SAMPLE OUTLINE FOR MINUTES**

- First Paragraph: Kind of meeting, name of organization, date, time, and place of meeting. Presence and names of President and Secretary (or all members if that is the procedure followed by the organization). Whether a quorum was present. Whether minutes were approved as read or if corrections were made and minutes were approved as corrected. The corrections themselves are not recorded here.
- Second Paragraph: Treasurer's report. Record only balance on hand at last report, total receipts since that date, total disbursements since that date, and balance presently on hand.
- Correspondence: Record a list of the correspondence read.
- Officer/Cmtee Report: The entire report is NOT recorded in the minutes. Only record that the report was given and list any important items that should be included in the minutes.
- Unfinished Business: Any motions tabled from the previous meeting are recorded at this point along with the action taken. Business previously under discussion but not resolved is also handled at this point. Again, record only actions taken, not the discussion.
- New Business: Record all main motions (except any withdrawn), listing the name of the maker but not the seconder. Record exact wording of the motion, any amendments to the motion, and the action on each--defeated, adopted. Record all points of order and appeals and whether they were sustained or lost, together with the reasons for the ruling given by the chair.
- Votes: When a count is ordered and the vote is by ballot, the number of votes on each side should be entered. In an election the full report of the tellers must be included in the minutes.
- Program: If there is a speaker at the meeting, the name and topic of the speaker are listed but remarks by the speaker should not be summarized in the minutes and no personal comments should be included.
- Announcements: Announcements of important upcoming events and notice of motions to be made at a later meeting are recorded here.
- Last Paragraph: Hour of adjournment.
- Signature: The minutes should be signed by the secretary.

## Sample Minutes (parallel columns)

XYZ STATE SOCIETY/CHAPTER OF MEDICAL ASSISTANTS  
MINUTES20XX – 20XX BOARD  
Thursday, May 9, 20XX

ANYWHERE HOSPITAL BOARD ROOM

## PRESENT

## OFFICERS

President	Jane Doe, CMA
Vice President	Laura Scott, CMA
Immediate Past President	James Scott, CMA
Secretary	Ken Williams, CMA
Treasurer	Alyson Wagner, CMA
Parliamentarian	June Reed, CMA

## BOARD MEMBERS

Lara Caster, CMA	Jessica Lee, CMA
Bryan Davis, CMA	Kathy Lewis, CMA
Jennifer Lake, CMA	

## MEMBERS ABSENT:

Karli Noel, CMA

## CALL TO ORDER:

The meeting was called to order by President Jane Doe, CMA at 7:10 p.m.

APPROVAL OF THE  
MINUTES

The April minutes were approved as distributed and corrected.

## TREASURER'S REPORT

The Treasurer's report was approved as reported. The balance as of April 30, 20xx is \$ 1,816.59. The Treasurer's report will be filed for audit.

## CORRESPONDENCE:

A letter was received from the state society president extending congratulations to the new officers of the XYZ State Society/Chapter.

## COMMITTEE REPORTS:

Budget and Finance: Alyson Wagner, CMA

The Budget and Finance Committee met and developed the proposed budget for 20xx-20xx. The board reviewed the budget. **MOTION: THAT THE BOARD RECOMMEND TO THE GENERAL MEMBERSHIP THE ADOPTION OF THE PROPOSED BUDGET FOR FISCAL YEAR MARCH 1, 20xx TO FEBRUARY 28, 20xx AS AMENDED, (DOE) MSC.**



State Society/Chapter Board  
Meeting Page 2

Education

Jennifer Lake, CMA

The Education Committee is working on the summer seminar entitled on "AIDS Update." The speaker and place have been confirmed. Brochures will be developed, printed and mailed within the next two weeks. The workshop will be held on June 30, 20xx at the XYZ Hotel. Member fee; \$65; Nonmember fee: \$ 90. 6 CEUs of credit will be given.

Hospitality

Jessica Lee, CMA

The General Membership Meeting will be May 2, at the XYZ Restaurant. Menu: Sliced Beef. Price: \$15.00 members; \$17.00 nonmembers; \$10.00 Students.

Legislation

Bryan Davis, CMA

Medical Board of XYZ state will meet at the state capitol, May 9-11, 20xx. Susan Steinbrook, CMA-AC; XYZ Public Policy Chair and AAMA Executive Director, Donald Balasa, JD, MBA, will be present on behalf of XYZ Society. Issue: Physician's right to delegate nonintravenous injections to medical assistants.

Membership

Lara Caster, CMA

Membership in the XYZ State Society Chapter as of April 30, 20xx, is 78. This compares favorably to the last year's figure of 65 at this time. New membership brochures have been effective in encouraging new potential members to attend the meetings.

Program

Laura Smith, CMA

The speaker for the June meeting will be James Wagner, M.D. Dr. Wagner will be speaking on managed care and its impact on medicine.

Publication

Kathy Davis, CMA

The editor of the state society/chapter newsletter wishes to receive "fill in" material for the newsletter or articles written by state society/chapter members. Any items for the next newsletter must be turned in tonight.

UNFINISHED BUSINESS:

Ways and Means

Karli Noel, CMA

Current Ways and Means project is discount catalog sale. Members are requested to turn in orders at the June meeting.

State Society/Chapter Board  
Meeting Page 3

Roster

Jane Doe, CMA

The roster will be typed by Kelly White, CMA. Volunteers are needed to help verify information.

AAMA Excel Awards

Jane Doe, CMA

President Doe reported the XYZ State Society/Chapter has received a packet for the Excel Awards. The Executive Committee will review categories to determine if XYZ State Society/Chapter meets criteria to submit.

XYZ State Meeting

Jane Doe, CMA

President Doe reported a good turnout at the state meeting from XYZ State Society/Chapter. Twenty-five (25) members were in attendance.

ANNOUNCEMENTS:

None

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:20 p.m.

Ken Williams, CMA  
Recording Secretary

## Sample Minutes (Modified Block Form)

### XYZ STATE SOCIETY/CHAPTER OF MEDICAL ASSISTANTS MINUTES

20xx – 20xx BOARD  
Thursday, May 9, 20xx

ANYWHERE HOSPITAL BOARD ROOM

#### BOARD MEMBERS PRESENT

President	Jane Doe, CMA
Vice President	Laura Scott, CMA
Immediate Past President	James Scott, CMA
Secretary	Ken Williams, CMA
Treasurer	Alyson Wagner, CMA
Parliamentarian	June Reed, CMA

#### STANDING COMMITTEE CHAIR

Lara Caster, CMA	Jessica Lee, CMA
Bryan Davis, CMA	Kathy Lewis, CMA
Jennifer Lake, CMA	

#### MEMBERS ABSENT:

Karli Noel, CMA

#### CALL TO ORDER:

The meeting was called to order by President Jane Doe, CMA at 7:10 p.m.

#### APPROVAL OF THE MINUTES

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State Society/Chapter Board

Meeting Page 2

COMMITTEE REPORTS (CONTINUED)

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ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:20 p.m.

Ken Williams, CMA  
Recording Secretary

## ANNUAL BOARD REPORTS

It is the responsibility of the secretary to file a written report of activities completed at the end of the term of office.

- Identify the type of report
- Identify the office (Secretary)
- Identify the period of time for the report
- Board reports are written in the third person
- Be concise in stating activities
- Identify recommendations (if any)
- Insert the Secretary's name and credential at the end of the report
- Use plain paper for reports
- Line number board reports

### SAMPLE ANNUAL BOARD REPORT

#### XYZ STATE SOCIETY/CHAPTER OF MEDICAL ASSISTANTS Report of the Secretary

For year ending February 28, 20xx

The Secretary was elected to serve a one-year term for the state society/chapter. The responsibilities of the Secretary follow:

- Record minutes of the Board of Trustees meetings.
- Record minutes of the general membership meeting.
- Transcribe the minutes using one of the formats illustrated in the Secretary's Manual.
- Proofread the minutes for accuracy in spelling, formatting, and grammar.
- Send a copy of the general membership meeting to the Publications Chair for inclusion in the monthly newsletter.
- Record any corrections to the minutes.
- Obtain approval and record approval of all minutes.
- Maintain records of the minutes as the custodian of the records.
- Attend board and general membership meetings and any special meetings called by the President or Board of Directors.

The Secretary has attended all meetings of the Board of Trustees and the general membership meetings. All records are filed and recorded as approved.

The Secretary wishes to thank the members of the XYZ State Society/Chapter for allowing her to serve as the secretary of the state society/chapter for the past year.

Ken Williams, CMA  
Secretary