

## What a Secretary should SAY and DO during a meeting

### ✿ Roll Call

- While calling each member, leader, etc., you should remain seated.
- Once you have called roll and have total numbers, you should stand and say: “Mister/Madam President, there are ## members, ## leaders, ## parents, and ## guests present.” After giving the number of members present, you may be seated.

### ✿ Minutes

- The president will ask for the reading of the minutes. You will stand to read the minutes: “The regular monthly meeting of the ....” After reading the minutes, you may be seated.

### ✿ Correspondence/Communications

- The president will ask for any correspondence/communications. You will stand and answer: “Mister/Madam President, there are no correspondence.” OR “Mister/Madam President, we have # pieces of correspondence... (Read the correspondence(s) out loud).” After you have read any correspondences, you may be seated.

As secretary, you have the right to vote at any and all times. The performance of secretarial duties shall not prevent the exercise of this right.