



## WSO Resources

### How to Take Meeting Minutes

USAW Bylaws state that “USAW shall keep as permanent records, minutes of all meetings of the members and the Board” (Section 16.1). Thus, it is important for WSOs to take and submit meeting minutes to USAW.

### WSO Operating Procedures:

#### Meeting Minutes

- a) Meetings will be held no less than twice a year (preferably quarterly).
- b) WSO meetings must have a quorum of at least two thirds of the representatives to conduct official business. If the quorum is not met, the meeting must be adjourned and rescheduled.
- c) WSO meeting minutes will be sent to the USAW general inbox (usaw@usaweightlifting.org) in PDF format. USAW Staff will then post the meeting minutes on the website for transparency and access.

### Outline of Minutes:

Minutes should include –

- Title
  - The title of the document should include the Organization, Minutes of Meeting [Date], and the Location of Meeting
- Present WSO Representatives
- Present Guests
- Welcome
  - The Welcome will include who called the meeting to order and at what time. Who they welcome and what they recognize should also be included.
- Declaration of Conflicts of Interest for the Agenda
  - This declaration will include a list of names, and their possible conflicts of interest with items on the agenda.
  - The format for this should be: Name (conflicts of interest), Name (conflicts of interest), etc.
- Agenda Items and Their Discussions
  - Each agenda item should be its own bullet point.
  - Under each point, you will include the details of the point and the discussion it prompted.
  - If an item is tabled, you can simply write “Tabled until \_\_\_\_\_ meeting”.
- Other Business
  - If no other business is stated, “None” can be noted.
- Note of the Adjournment of the Meeting
  - This note will be the last line of the document.
  - An example: **Meeting adjourned by [Initials] at 4:22pm MDT**



## WSO Resources

### Meeting Minutes – Voting During Meetings:

A vote held during a meeting requires a majority of members to be present. Both meetings and votes are required to have a majority of members in attendance to be conducted. For example, if 4 of the 9 members are in attendance, the meeting cannot be conducted.

To put these votes into the minutes, motions will be included in red. They will include:

1. The motion and who made it
2. Who is in favor.
3. The action that will be taken.

An example of this would be the following.

**Motion to approve 2021 Audited Financial Statements made ([initials], [initials])**  
**In Favor: ALL**  
**ACTION: 2021 Audited Financial Statements approved**

Please see [here](#) for an example of completed meeting minutes.

As always, please contact [usaw@usaweightlifting.org](mailto:usaw@usaweightlifting.org) if you have any questions.