

SOPs for Clerk for the TMMA Annual Meeting

1. Prior to the Annual Meeting:

- The Chair should email a copy of the last year's Annual Meeting minutes to membership with the meeting invite details and other materials. Make sure the Chair has a copy of the minutes and knows to send these.
- The notification should indicate members should send any changes or corrections.
- Prepare a blank draft of the upcoming annual meeting minutes (using a prior year's version as a template) so that notetaking during the meeting is easier.

2. Take minutes during the Annual Meeting:

- Record the meeting minutes during the Annual Meeting. If you have prepared the blank draft using a prior year's version, this will be easy to fill in as the meeting goes along.

3. Report from the Clerk during the Annual Meeting:

- Clerk's Report is very brief. Confirm that members received a copy of last year's meeting minutes ahead of time and ask if there are any final changes and corrections.
- Note changes as necessary (not usually any at this point in the process – folks should have sent them already).
- Ask for a motion to accept the minutes.

4. Finalize last year's meeting minutes:

- Once the minutes from last year are accepted, the minutes from the prior year can be finalized by adding the approval page and saving as a PDF.
- Add the Clerk's approval to the final page of the minutes. (Remember to remove header and page number on approval page.) See the approval language and format on the next page.
- Sign the approval section and save the file as a PDF.
- Send a copy of the final PDF to the Executive Board members – specifically, the Chair and Treasurer will need a copy of the minutes to file with the bank and the Website Manager needs a copy to post on the TMMA website.

To be added after approval to last page:

Minutes of TMMA annual meeting submitted by Brielle Meade on March 15, 2023.

Respectfully submitted,

Brielle A.M. Meade
Precinct 8
TMMA Clerk

I, Brielle A.M. Meade, current Clerk of the Lexington Town Meeting Members Association, do hereby declare that this document is true to the best of my knowledge and belief.

Brielle A.M. Meade