

## **TOP 10 ERRORS IN MINUTES OF CONGREGATIONAL MEETINGS**

The Constitutional Procedures Work Group has found these items to be the most likely departures from Book of Order requirements in the minutes of congregational meetings:

- 10.** Changes in church's organizational structure, i.e., the size of the session, without congregational action to amend the bylaws.
- 9.** Consideration of items at a special congregational meeting that were not included in the call of the meeting.
- 8.** Voting on business not appropriate for congregational consideration.
- 7.** Election of too few at-large members to be a majority of the Nominating Committee OR election of current officers to be at-large members. (G 14.0223)
- 6.** No opportunity for nominations from the floor before the election of officers.
- 5.** Election of the treasurer by the congregation. It is the session that annually elects a treasurer.
- 4.** No record of a quorum present (one tenth of total active membership).
- 3.** Budget received by the congregation. It is the session that approves the budget and then presents it to the congregation.
- 2.** Minutes not included in the session minute book (the register).
- 1.** Minutes not signed by the moderator AND the secretary (normally the clerk of the session).