



## **Good Governance Guide: No. 3.2**

**Category: Minutes**

**Subject: Style of Recording Decisions**

**Source: Chartered Secretaries Malaysia**

---

There are two distinct styles of minute writing.

### **1. Narrative Minutes**

This style of writing is used to record matters that do not require formal resolutions but are still important and need to be recorded.

Examples:

- Matters that were considered and deferred pending further information/deliberation.
- Opening remarks of the Chairman.
- Reading the notice of the meeting.
- Confirming that the requisite quorum is present.
- Taking note of an event that affects the business or Board members.

### **2. Resolved Minutes**

This style of writing is used for recording decisions/resolutions adopted by the meeting and where the exact words of the resolution approved and adopted should be stated.

Examples:

- It was **RESOLVED** that the name of the company be changed from ABC Sdn Bhd to XYZ Sdn Bhd with immediate effect.
- It was **AGREED** that this matter be **DEFERRED** to a later date.
- It was **RECOMMENDED** that the company do open a current bank account with ABC Bank.

Words "RESOLVED", "AGREED", "DEFERRED", "RECOMMENDED", etc. are normally emphasised in the minutes to highlight the decision of the meeting.

A combination of both styles is normally used in writing up the minutes. The key is to ensure that the minutes are concise, clear, unambiguous and reflects the proceedings of the meeting.

---