**Regional Union of Consumer Societies "Kraiproteprosoyuz" Private professional educational institution "Krasnoyarsk Cooperative College of Economics, Commerce and Law"**

Educational interdisciplinary professional project in the disciplines of MDK 01.05 Office management and secrecy regime" and "Foreign language"

**Theme:** "Procedure for Execution and Approval of Documents of Collegial Bodies"

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Annotation

In this project, I explore such concepts as the procedure for drawing up and approving documents of collegial bodies, their importance for the effective functioning of organizations and their impact on decision-making. Particular attention is paid to the various stages of the document flow, including the preparation, negotiation and approval of minutes of meetings, decisions and recommendations. In the course of the work, the normative legal acts governing these processes, as well as the best practices used in modern organizations, are considered.

Keywords

Record keeping, collegial bodies, administrative documents, nomenclature, local acts, details, subpoena, protocol, organizational documents, form.

INTRODUCTION

The relevance of the topic of the term paper lies in the need and timeliness of studying and solving the problem of organizing work with administrative documents issued on the principles of collegiality, as well as the fact that without a set of administrative documents, the management of an organization, enterprise or industry at any level is extremely difficult.

**Problem:** Insufficient regulation of processes: In some organizations, there are no clear internal regulations and instructions for the preparation and approval of documents, which leads to an arbitrary approach and inefficiency.

**Object:** To study the rules governing the procedure for drawing up and approving documents of collegial bodies.

**Tasks:**

1. To study the basic concepts of documents of collegial bodies;

2. To consider the procedure for the execution and approval of documents of collegial bodies;

3. To get acquainted with the procedure for drawing up and approving documents of collegial bodies;

4. Improving the skills of abstract translation.

**Hypothesis:** The efficiency of the work of collegial bodies significantly depends on the clarity and consistency of the procedure for drawing up and approving documents, which, in turn, affects the quality of decisions made and the level of responsibility of the participants in the process.

**Method:** Collection and analysis of information, systematization of the text.

1 Theoretical and legal basis for the execution and approval of documents of collegial bodies

1.1 Basic concepts of documents of collegial bodies

Composition and execution of documents of collegial bodies, some mandatory and new aspects of their content on the example of a collegial executive body of the "operational" level (let's call it the Board). That is, we will show general business practice, without taking into account the specifics of individual collegial bodies, which are established at the legislative level (we have devoted several separate articles to these issues in recent months). Some basic concepts of documents of collegial bodies: Organizational documents. These include the regulations on the collegial body, the regulations on its heads and the regulations of the body. Planning documents. These are quarterly and annual plans for the work of the body. Accounting documents. These include registers of protocols, lists of members of the collegial body and lists of those invited to it. Administrative documents. They arise in the process of the body's activities, in particular during meetings and meetings. Such documents include agendas, minutes of meetings and instructions. Agenda. This is a list of issues that are subject to discussion at the meeting. The agenda helps to understand the key tasks that need to be solved. Minutes of the meeting. This is a document that describes the main events of the meeting. The minutes help to record the most important ideas and proposals voiced at the meeting, as well as the results of voting at it.

1.2 Documents of collegial bodies: procedure for execution and approval

Preparation and execution of documents for meetings of collegial bodies are carried out in order to exercise the powers provided for by the regulations on these collegial bodies. Meetings of collegial bodies shall be held in accordance with the approved work plans and if necessary. The work plan of the collegial body indicates: 1. issues to be considered; 2. date of consideration; 3. surname, initials (initial name) of the reporter and the name of the structural unit of the staff of the collegial body that prepares documents for consideration of the issue by the collegial body; 4. Deadline for submission of documents. The draft work plan of a collegial body shall be drawn up by the secretary of this body or another official, in accordance with his/her powers, shall ensure the organization of the work of this body taking into account the proposals of structural subdivisions. The heads of structural subdivisions of the staff of the collegial body shall submit in advance for inclusion in the work plan of the collegial body a list of issues that they consider necessary to consider at its meeting. The list shall be accompanied by a certificate justifying the grounds for submitting the issue for consideration by the collegial body. The work plan approved by the collegial body shall be brought to the attention of the members of the collegial body and the heads of structural subdivisions of its staff. Additional issues to the approved work plan of the collegial body may be included by the decision of its chairman.

1.3 Legal Procedure for Execution and Approval of Documents of Collegial Bodies

In accordance with the legislation of the Russian Federation, local regulations, organizational and administrative documents are issued in the organization. Organizational and administrative documents created in the activities of the organization must be drawn up according to the rules established by the individual instructions for the organization's records management. It is not allowed to make any corrections or additions to the signed (approved) documents. The specifics of the execution of documents created in the structural subdivisions of the organization and reflecting the specifics of their activities, as well as the rules for organizing work with these documents, may be established by separate local regulations of the organization. In order to improve the efficiency of the use of EDMS, the creation of documents in an organization using EDMS is carried out using templates of document forms and document templates. Electronic templates of document forms must be identical to paper document forms. Other information systems can be used to create documents reflecting the specifics of the activities of the organization's structural divisions, and to manage these documents. Documents of the organization are drawn up on letterheads or standard sheets of A4 paper. To prepare documents in the organization, the following are used: an order form;

- a letterhead for correspondence with organizations and citizens located in the territory of the Russian Federation. By the decision of the head, the organization may use other forms: a letter form of the head of the organization or another person authorized by him, a protocol form, a letter form of a structural unit. To draw up resolutions on a document, the organization can use resolution forms. When documents are published on standard sheets of paper, they reproduce the details necessary for documents of a particular type or variety. The document forms shall reproduce the trademark and/or (emblem) of the organization (if any). The design of document forms is carried out in accordance with GOST R. 7.0.97-2016 "System of Standards for Information, Library and Publishing. Organizational and administrative documentation. Requirements for the execution of documents". Multi-line requisites are printed with one line spacing, the components of the requisites can be separated by additional spacing. If the document is being prepared for scaling, the text is printed at two intervals. The spacing between letters in words is usual. The interval between words is one space. It is allowed to highlight in bold the details "addressee", "title to the text" or "signature", as well as individual fragments of the text. When preparing multi-page documents, a title page is drawn up.

2 Execution and approval of documents of collegial bodies

2.1 Compliance with the procedure for the execution and approval of documents of collegial bodies

Minutes are a document that records the course of the meeting and the procedure for decision-making by the collegial body. The following are subject to mandatory recording: meetings of permanent collegial bodies of state power and administration, municipal management bodies, management bodies of enterprises and organizations (general meetings of founders, shareholders, meetings of boards of directors, boards of committees, commissions, directorates, etc.) and one-time or periodically convened conferences, meetings, meetings. The reflection of the management principle of collegiality and collegial decision-making in the purpose of creating a document allows us to talk about the protocol as an independent type of document. The protocol is a document related primarily to the system of organizational and administrative documentation. Protocols are administrative documents (related to the subsystem of administrative documentation), which perform managerial and legal functions, and the legal function of the protocol is a priority and comes to the fore. But a document with the name "PROTOCOL" is used in the process of documenting and many other types of activities. In educational and scientific institutions, the protocols record scientific achievements and discoveries, admission to training, the opening of specialties, educational standards, the assignment of professional qualifications, academic degrees and titles, election to positions and other issues. Such protocols relate to systems of research or educational documentation (to certain subsystems depending on the purpose of creating the protocol and its content).

In business practice, minutes of business meetings, protocols of intent, protocols of transfer of confidential information, protocols of disagreements and others are drawn up, in which not management decisions are recorded, but agreements and agreements reached by the parties (i.e. collegial, collective, and not "commission", as they sometimes say incorrectly) in resolving issues of mutual interest. Such protocols can be attributed to the subsystem of information and reference documents of the system of organizational and administrative documentation or to the subsystem of civil contract documentation of the same system, since they fix the course of execution of contracts and agreements, confirm interest and possible areas of cooperation, and also fix the main conditions for concluding specific transactions in the future. Protocols created for the purpose of confirming settlements are part of the subsystem for cash transactions of the banking documentation system. For some HR management functions, minutes of meetings of attestation and qualification commissions are drawn up, which are included in a special subsystem of personnel documentation. Minutes of general meetings of shareholders (and documents to them), the mandatory composition of information of which is established by the Civil Code of the Russian Federation, the Federal Law "On Joint-Stock Companies", the requirements of the regulator – the Federal Service for Financial Markets, form a subsystem of organizational documents, on the basis of which a special subsystem of constituent documentation has already been formed, and at present we can talk about the process of formation of a subsystem/system of documentation. supporting procedures.

2.2 Problems arising in the process of execution and approval of documents of collegial bodies

Each organizational and regulatory document must be approved by drawing up the appropriate requisite 16 – the stamp of approval of the document. This procedure gives the document legal force. You cannot enter an unapproved document. Today we will talk about what documents are subject to approval and how it differs from approval, as well as consider in detail the methods of approval and execution of the approval stamp of the document. In the field of record keeping, the following need to be approved:

- the department's work plan for the year;

- Regulations on the subdivision (office, document management support, archive, etc.);

- nomenclature of cases;

- act of acceptance and transfer of cases;

- Instructions for office work.

The difference between approval and agreement. Approval is a way of putting a document into effect, giving it legal force and extending its effect to a certain circle of persons or organizations. Approval is made, as a rule, by the first person of the organization - the director or general director. The document should be approved only after it has been signed. Approval is the process of checking the quality of the draft document, its timeliness, expediency, feasibility of implementation, compliance with the current legislation and internal regulations of the organization. The documents are approved by specialists or heads of the relevant structural divisions within their competence. The procedure for approving various types of documents is also documented: as a rule,

in the instructions for document management or in regulations describing business processes. The document should be agreed upon before it is signed. This method is more often used in cases where it is necessary to accompany the approval of the document with additional explanations or to take some actions to implement the approved document. But it is not forbidden to approve the document by order even if no explanations and actions are needed. The approved document is stamped with the approval of the document. It is placed in the upper right corner of the first page of the approved document. It consists of the word APPROVED (-А, -О) agreed with the name of the type of the document to be approved (i.e. if the schedule is approved, then it is written, APPROVED, if the instruction is approved, then APPROVED, if the regulation is approved, if the rules are approved, then APPROVED), the name of the approving administrative document in the instrumental case (for example, "by order"), its date and registration number. The requisite lines are centered relative to the longest line or aligned to the left. Document approval software ensures compliance with organizational standards and provides a complete audit trail of actions taken in the document workflow, including time, date, and individuals. There are many software tools that you can use to design and create custom approval processes and workflows from the methods and algorithms described in the previous sections.

2.3 Recommendations for Eliminating Problems Arising in the Process of Execution and Approval of Documents of Collegial Bodies

An extract from the minutes is an exact copy of a part of the text of the original minutes relating to the topic of the agenda on which the extract is being prepared. Extracts are used to communicate the decisions made at the meeting to interested persons or organizations. The extract reproduces all the details of the form, the introductory part of the text, the topic of the agenda on which the extract is prepared, and the text reflecting the discussion of the topic and the decision made. An extract from the minutes is signed only by the secretary, who also certifies it. The certification inscription is written by hand, consists of the word "Correct", indication of the position of the person certifying the copy (extract), personal signature, initials, surname and date. If the extract is given for submission to another organization, then it is certified by the signature of the head of the educational institution and the seal.

Often, the rules for the preparation, execution and certification of a document are contained in local regulations — instructions for document management adopted in the organization. If there are none, they are guided by: - GOST R 7.08-2013. It contains a definition of the concept of "extract from a document", which is applied to an extract from the minutes; - GOST R 6.30-2003. Includes the rules for drawing up documents, including the procedure for certification, entering details; - the Decree of the Presidium of the Supreme Soviet of the Russian Federation of the USSR No 9779-X of 04.08.1983, which is still in force. It determines that an extract from documents (including protocols) must be issued at the request of any citizen or organization whose rights are affected by the decisions indicated therein; - GOST recommends making an extract on the letterhead of the organization. It consists of several parts:

- introductory (name, date and place of the meeting, a list of those present with distribution by roles, a mark on the quorum). Reproduced in accordance with the protocol; - main — the necessary paragraphs from the agenda, the sections "HEARD", "SPOKE"; - the resulting part (decision) from the "RESOLVED" section; - "Signatures" block: a list of participants who signed the protocol, their full names. The extract is required to be provided to interested parties, counterparties, and government agencies. Most often, it is drawn up in two cases: the protocol contains information representing a commercial or personal secret; The full text of the protocol is too long. Extracts on a decision can be sent to interested parties (employees, branches of the organization). Often in this way, the management conveys instructions and orders to the executors. The protocol is filed in a notebook and stored in the archive of the organization. Extracts from it are prepared by the secretary at the request of the interested person, who most often certifies it (unless otherwise specified in the charter). How to write an extract correctly: The introductory part is reproduced as in the protocol. The date, place, name of the document ("Extract from the minutes of the general meeting of Tsvetochek LLC No XX") are entered. The chairman, secretary, and participants present at the meeting shall be indicated. It is especially noted whether there is a quorum. The main part includes a quote from the agenda with an indication of the serial number in the queue of questions. Next are the sections "HEARD" (full name of the speaker), "SPOKE" (names of those who spoke on the issue). The operative part is the decision made ("RESOLVED").

CONCLUSION

As a result of writing this term paper, the goal and objectives were achieved. Theoretical and practical aspects of the analysis of documenting the activities of collegial bodies were investigated. In order to ensure the processes of documenting collegial activities on a rational and effective basis, a necessary and indispensable condition should be the fruitful interaction of the heads and secretaries of collegial bodies with the records management service, which knows and understands documents. Thus, in conclusion, summing up all of the above, it is necessary to draw a number of the following conclusions. Almost no technological management function related to the use of information, preparation and decision-making can do without its documentation, the process of creating, formalizing the execution and storage of executed documents.

In their daily practical activities, the heads of organizations, their structural subdivisions, employees of records management services have to solve a huge range of issues related to the development and publication of documents regulating the management and economic activities of the organization, registration of incoming, outgoing and internal documents, their formation into files, determining the terms of storage, transfer to the archive or registration for destruction.

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