

**SUBJECT: MINUTE TAKING FOR DECISION-MAKING BODIES****1. Purpose**

The purpose of the policy is to set a standard for minute taking so that necessary records are kept of decisions concerning University business and to avoid problems created by inappropriate minutes.

**2. Scope**

This policy applies to all University committees and decision-making bodies. This policy does not apply to the activity of taking personal notes.<sup>1</sup>

**3. Authority/Responsibility**

The Committee Chairs are responsible for the policy and for ensuring that procedures are in place before meetings begin.

**4. Policy**

The purpose of minutes is to provide a record of the actions and decisions taken by a committee, council or board and to make evident that those actions were taken according to proper procedures. Because of the legal nature of minutes, only a record of actions and decisions of decision-making bodies should be kept. (If necessary to preserve context, Committee Chairs may occasionally record discussion points.)

**5. Structure of Minutes**

The minutes of a University decision-making body *must* contain the following items:

- Name of decision-making body
- Date, time and place of meeting
- Names of presiding officer and recorder of minutes
- Members present
- Record of action taken on the minutes of the previous meeting

In addition, minutes *may* contain:

- If necessary to preserve context, Committee Chairs may occasionally record discussion points.
- Absent members
- Establishment of a quorum

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<sup>1</sup> University employees are reminded that while note taking is not the subject of this policy, it does remain subject to other policies and legislation, including the *Freedom of Information and Protection of Privacy Act*.

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- Exact wording of each main motion as it was voted on with name of the maker of the motion and whether the motion passed or failed
  - If the vote on the motion was counted, the count can be included.
  - Points of order and appeals
  - Reports reviewed, received or written by the decision-making body may include the name of the committee/council and the reporting member in the minutes.
  - If written reports are provided, they may be attached to the minutes and the minutes should note their attachment.

The following are *not* be included in minutes:

- Motions that are withdrawn
- Name of the person who seconded a motion
- Transcripts of the meeting (minutes shall not be verbatim records)
- Opinions or interpretations of the recording secretary
- Judgmental phrases like "heated debate" or "valuable comment"
- Flowery language
- Detailed reports
- ❖ Dissenting votes should be included only if a member requests that they go on record with their dissenting vote.