



COUNCIL POLICIES AND PROCEDURES

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| Section | Subject | Page |
| Administration | Meeting Minute Standards | 1 |
| | | Date |
| | | 2005-04-09 |

Purpose To provide guidelines for consistent formatting of meeting minutes.

| Category of Standards | Options | ACE Use |
|-------------------------------|--|---|
| Recording substantive details | Decision-only minutes Anecdotal minutes Verbatim minutes | Closed (in-camera) meetings Council meetings committee meetings Not used |
| Recording procedural details | Names of movers Names of seconders Amendments Individual votes | Not recorded Not recorded Housekeeping amendments not recorded separately Dissents recorded on request at council meetings but not at large meetings. |
| Layout and Flow | Header Footer Columns | Yes ¹ Yes, for notes of recorder. Items in footer not considered part of official minutes. Yes – 2 (col 1= Agenda item, col 2 = Discussion, decisions and action items) |
| Filing and Archiving | Code for minutes Code for significant agenda items Code for significant motions/resolutions Code for reports Code for Bylaws Code for Policies Member Services items Membership | MIN-council or committee ref ² - notes if needed – date in international format AGI- MO- RES- REP- BYLWS-NTL/RGN...-date PLCY-NTL/RGN...-date-policy name MBRSRVC – date – specific ref MEMSHP –NTL/RGN...- date |
| Reference documents | MIN-NTL-20050409 sample.doc PLCY-NTL-20050409 minute taking supplement.doc | |

¹Confidential(*if in camera*)

²Types of reports: NC= National Council, EX=Executive, RGN=Region (followed by region short form (BC-Y, AB-NWT, MN-SK, ON, QC, ATL)), PR = Public Relations Committee, PRES=President, MEMB=member, NO= National Office, PRO-D= Professional Development, SP= Strategic Plan, NTL=National, NTLCONF= National Conference

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|----------------------|-------------------------------|-----------------------|
| DATE POLICY APPROVED | REVIEW DATE | COMMITTEE RESPONSIBLE |
| 2005-04-09 | [Date the policy is reviewed] | National |