



ASSOCIATION OF CANADIAN ERGONOMISTS
ASSOCIATION CANADIENNE D'ERGONOMIE

Notes on Meeting Minute Standards

Standards for recording substantive details – relate to actual issues dealt with by the group

The standard type of minutes that will be used for all regular (as opposed to in-camera) meetings of National Council is Anecdotal Minutes. Anecdotal minutes contain objective and concise point form summaries of discussions without attributing comments to individuals, although reference may be made to a specific individual when he/she are reporting on an item specifically assigned to him/her. The summaries will be followed by decisions made and motions voted on and actions assigned (if any). The minute taker must never alter the summaries according to his/her personal biases.

For in-camera or other closed meetings, Decision Only Minutes will be used in which only the decisions made and actions authorized will be recorded.

Standards for recording procedural details

The names of those who move and second motions will not be recorded. Justification: The only roll of the seconder is to bring the motion to the floor, and does not imply agreement or disagreement with the motion. Once the motion has been brought to the floor, it is owned by the group rather than the person who made the motion. Recording the names of those who move and second, may give a false impression that they supported the motion throughout the decision-making process.

Where a main motion is amended, and everyone agrees with the amendment, only the final main motion and outcome will be recorded. If the amendment is a significant change to the main motion or there is division of support for the amendment, it will be recorded separately.

Where a motion is clear and conclusive with no challenges to it, the number of votes for and against the motion will not be recorded. Only the outcome in terms of whether the motion was adopted or defeated will be recorded.

In large meetings, the names of individuals for, against or abstaining from a motion will not be recorded unless there is a roll call. In board meetings, where a board member so wishes, he/she may have his/her dissent or abstention recorded.

Standards for the layout of the minutes

Minutes will have a running header that indicates the date, the group that held the meeting, whether the minute are 'Draft' or 'Approved', an archiving reference number and a page number. If the minutes are confidential, this should also be indicated in the header.

The footer area is for the recorders notes and is not considered part of the minutes. An appropriate use of the footer area is to place references to follow-up information, changes or decision reversals made at a later date. The minutes themselves are a record of what took place at the meeting, not what took place after it.

See MIN-NC-Sample-20050409 for a sample of the standard layout to be used with National Council minutes.

Standards for filing and archiving

Codes will be determined and added to as needed over time to allow files to be filed and referenced electronically.