

## Recording Effective Meeting Minutes

This document outlines the main requirements and techniques for recording meetings for formal committees.

The Senate Bylaws state that standing committees of Senate operate under the terms of reference of,

### Recording minutes

Minutes for Senate standing committees are not straight form summaries of the main points that led to a decision or that included.

Whether a decision was made, action taken, or the issue referred to another meeting (and the date of that meeting) whether passed, defeated, tabled or postponed and expected deadline

and  
been recorded

or adverbs that suggest good or bad qualities, such as 'Smith's excellent report on' . . . state otherwise.

### Recording voting outcomes

Usually voting outcomes are clear and there is no need to count the votes

For a substantive or contentious amendment, the group may want to record it separately, even if rules of order suggest you record only the final wording of the motion.

### Recording Addenda

An agenda item added to the agenda after publication is to be recorded in the minutes as an addendum. Any item distributed or circulated as part of the new agenda item to be attached to the minutes of the meetings as an appendix. Example A procedures document titled Effective Senate Meeting (is hereby known as Appendix A in the minutes) was circulated to the committee for review.

### Recording Delayed or Avoided Voting

The following indicates how to record decisions delay or avoid a direct vote on action:

Motion	How to record
Move to postpone consideration of the main motion to a future date	MOTION THAT (group) supports postponement of the motion until (date) meeting.
Move to table the motion	MOTION THAT (group) supports the tabling of the motion until later in the meeting in order that (action to be taken).

Request that the motion be withdrawn

Note: