

Minute Tips and Guides

Minutes should include:

Roll Call to Confirm Quorum, which is more than half of the voting membership.

All Motions, Seconds, and the Motion itself

All votes must be taken by Roll Call, meaning how each voting member voted is recorded.

Optional:

General Summaries of Discussion Items and Report outs, but not required, "Active Minute Taking" is writing out details of discussion.

Best practices of "Active Minute Taking" usually include significant discussions that the body wishes to be reflected in the minutes.

Tips:

If the Meeting is moving faster than you can take minutes, address the chair and ask for a moment while you catch up.

Using a check-in sheet is helpful for keeping an accurate record of who was present at the meeting, members and members of the public.

Audio Recordings must be announced before recording the meeting, Members have the right to object to recording, recordings must be kept and made available to any requesters for at least 30 days - avoid recording meetings due to legal reasons. Audio Recording can be used as an official record over Minutes. Please see the CPRA Regulations regarding Audio rec.

Minute Examples

I. Call to Order 7:15pm

II. Roll Call (5min.)

Executive Officers

Delegates

Chair: M. Christman (P)

Active:

Inactive:

Vice Chair: E. Haas (P-TCL)

Justice: M. Jones (P-TCL)

Modesto: (P)

Lemoore:

Treasurer: L. Lopez (AB)

Columbia: (P)

Coalinga:

Communications: A. Gonzalez (P)

Reedley: (AB)

Merced:

In this example of the minutes, The time in which the meeting was called to order was at 7:15pm. Roll call was then taken and Officers and Colleges are recorded. (P)= Present, (P-TCL)= Present-Teleconference Line, (AB)= Absent

IV. Adoption of Agenda (5min.)

*Modesto motions to adopt the agenda | Columbia Seconds | Discussion |
No objections = Agenda adopted*

V. Approval of Minutes

a. Apr. 11. 2014

*Fresno motions to approve the minutes of April 11. 2014 | Willow
International Seconds | Discussion | No objections = Minutes approved*

This is an example of one way to record a motion. The recording needs to include: The delegate who motioned, in this case "Modesto", The delegate who Seconded, in this case "Columbia," Discussion on the item. In this case there was no roll call vote asked for, instead there was no objection by any delegates. and Finally the result of the motion, in this case it was adopted.

VIII. Discussion Items (No Action)

a. Legislative Update (30min.)

- i. The Region will be briefed on updates regarding the California Legislature and legislation concerning education.

Senator Reed presented her legislative presentation. Much discussion was focused on AB-1271 and SB-1391, which both dealt with inmate education programs.

Modesto motions to extend time | Fresno Seconds | Discussion: Building closes at 9:00, we must be out of the building by 8:30 | No objection = motion passes

Here is an example of what we call, "Active Minute Taking," Because discussion items are non-action, there wont be a motion recorded. As the Secretary you can choose how much to record or not. The best way to take active minutes is to briefly summarize the discussion as seen above.

- i. The Region will discuss the MOU between the SSCCC and CCCAST and possibly take action on the MOU.

Senator Bass discussed his concerns about the MOU between SSCCC and CCCAST.

Chair Christman steps down as chair for this agenda item due to his involvement with CCCAST – Vice Chair E. Hass will chair for this item.

The Region Requested more information regarding the MOU and to encourage their Senators to suggest that any action with the MOU be postponed from SSCCC agenda until further information is provided.

Chair Christman continues to chair the meeting.

In this example the Chair had to step down for an item on the agenda due to possible conflict of interest. Such actions must be recorded to ensure that there was no conflict of interest, and to reflect the Chair leaving the meeting as chair. In this case the Vice Chair took over this part of the meeting and once the item is done, the Chair assumed position again.