






1.6.2 Minutes

The secretary has the responsibility of recording minutes of all regular and executive meetings.










Minutes are kept to:

-  provide a permanent record of the proceedings of the meeting
-  keep track of progress
-  inform absent members of decisions reached or action taken
-  bring new members up to date
-  provide continuity




It is important that the secretary sits where she/he can see and hear all members at the meetings. The minutes should be as clear and concise as possible; they need to be brief yet accurate.

The agenda of the meeting will have items numbered and your secretary can use these numbers to identify items in the minutes. A copy of the agenda should be attached to the minutes.

Minutes should include:

-  the name of the organization
-  place and date of meeting
-  who chaired the meeting
-  who was present
-  adoption of minutes of the last meeting
-  matters discussed and decisions reached
-  agenda items for the next meeting
-  the time and place of the next meeting
-  the secretary's signature

When recording items of business the following should be included:

-  the motion
-  the mover
-  whether the motion was carried or defeated



While it is not necessary to record everyone's point of view (or even prudent - someone will feel that her/his opinion has been omitted), when there is a controversial issue it is important to record how and why a decision was reached. If lengthy reports are given, obtain a copy to attach to the minutes. (Always ask for reports to be in writing).

Some groups make decisions through consensus. The members agree to a decision and only that is recorded. However, because there may be cases where consensus cannot be reached, some other method of reaching decisions should be noted in the PAC's bylaws. Many PACs use Robert's Rules of Order.



PLEASE REFER TO BCCPAC's
INCLUSIVE PACs AND DPACs SERIES:

Facilitating Group Discussions
Effective Leadership In A Parent Advisory Council
Working Towards An Inclusive PAC
Reaching Decisions Through Consensus
Discussing Issues At PAC Meetings
Exploring Diversity In Your PAC

