**Sample Minute-Taking Standards**

The following minute-taking standa*r*ds have been established for all meetings of XYZ Company to ensure consistency, establish what should be recorded, reduce the risk of inappropriate details, and create reliable historical information.

1. **Types of Meetings and Types of Minutes\* Used for Each**

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| * Annual General Meetings, Board Meetings
* Committee Meetings, Team Meetings, Project Management Meetings
* Legal Purposes/As directed by Counsel
* In-Camera Meetings\*\*
 | * Decision-Only Minutes
* Anecdotal Minutes
* Verbatim Minutes
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1. **Procedural details for recording minutes/notes**

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| **AGMs, Board Meetings** | * Motions require seconder
* Names of members voting for or against motions will be recorded; no personal titles will be recorded for the vote
* Motions that are carried by a majority vote or by a unanimous vote shall be recorded as “Carried” and motions that are defeated by a majority vote shall be recorded as “Defeated”
* “Unanimous” will be used only when it is required

(e.g. third and final reading of a bylaw at the same meeting that first and second readings occur; or, when adding an item to a “Special Meeting” at the Call to Order)* Items discussed in an order other than that given on the agenda shall be recorded following as listed on the agenda
* Absents, but not Regrets, shall be recorded
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| **Committee, Team, Project Meetings** | * No motions are made or recorded
* Actions/directions resulting from discussions are recorded
* Items discussed in an order other than that given on the agenda shall be recorded in the order in which they were discussed
* Absents, but not Regrets, shall be recorded
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1. **Layout of Minutes/Notes**
* All minutes/notes shall follow layout established for them through their corresponding Agenda templates
* Motions recorded followed by last name of mover/last name of seconder and result, as follows: “That….. Smith/Brown CARRIED”
* Calibri font, 14 point, bolded for headings; Calibri font, 12 point for text
* Communications matrix used for Project Meetings only
* Footers used on all minutes/notes with name of meeting, date held, page number

**4. Distribution, Filing, Archiving**

* Distribution of electronic minutes to all invitees, whether in attendance or not
* For committee, team, and project meetings, distribution also to senior managers
* All minutes to be archived in appropriate place on company portal

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| **\*Types of Minutes*****Decision-Only Minutes**** are used for formal meetings
* capture motions only
* exclude any discussion summaries
* capture movers/seconders and decision

Example: Moved that the Annual Budget for 2016-2017 be approved, as presented. Smith/Brown CARRIED***Anecdotal Minutes**** are used for informal meetings such as Audit Committee meetings, department meetings, project meetings
* capture for each issue:
* a statement of the issue
* objective and concisepoint-form summaries of discussions
* a concluding statement/action/decision, by whom and timeline
* arenot preoccupied with every word
* do notattribute comments to individuals

Example: The Board was provided a report on transportation issues relating to services for seniors in the Inner City.Action: It was agreed that the President and the CEO will request a meeting with the Mayor of Edmonton to discuss options that would lower the cost of transportation. A report will be provided to the Board by (date).***Verbatim Minutes**** are a word-for-word record of who said what
* are used only for specific purposes

This type of minutes is not recommended as it can leave the organization and members of the Board vulnerable if subpoenaed as evidence by a court of law. They can also result in arguments by members that “I did not say this,” “Yes you did,” “But that is not what I meant” and can hamstring the meeting when notes are being approved. \****\*In-Camera Sessions**** No notes or minutes are taken during the in-camera session of any meeting
* If members agree, a statement noting the issue and action/decision may be recorded once members are out-of-camera.
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