**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 |

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 |
| **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 |

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. |