

MINUTES POLICY

I. NAME

This document shall be called the Minutes Policy.

II. PURPOSE OF MINUTES POLICY

This policy is, and will be in effect in order to provide guidelines for successful minute taking.

III. PURPOSE OF MINUTES:

The purpose of minutes are:

- A. To accurately record approved actions.
- B. To leave a "paper trail" that records actions were taken appropriately and in compliance with applicable law, regulations or other legal requirements.
- C. To establish that those taking action acted reasonably in reaching reasonable decisions.
- D. To provide a historical record of the purposes and intents of the approved actions in the event of questions of interpretation.

IV. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Board of Directors (AS BOD).

V. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the AS BOD.

VI. GUIDELINES

- A. The basic requirements of all minutes for boards, panels, committees, and councils shall be accuracy and brevity. In accordance with Robert's Rules of Order, Newly Revised, "the minutes should contain what is done and not what is said." Due to the complexity of AS Chico, enough information needs to be reflected in the minutes to give historical relevance. When there is an issue of extreme complexity, or importance, a verbatim transcript of the discussion is appropriate.
- B. The minutes shall include:
 1. Name of the organization, date, place, and time of meeting and whether it is a regular or special meeting.
 2. Names of those present and absent (excused and unexcused).
 3. Approval of the Agenda and any previous minutes.
 4. All main motions, whether adopted or lost, and the names of those making and seconding the motions.
 5. A summary long enough to include the important points discussed before taking action, particularly those points which indicate the intent or purpose of the motion.
 6. Resolutions adopted - entered in full.
 7. BOD minutes shall include approved actions of the standing committees and their approved minutes.
 8. All appointments of committees, elected delegates, etc.

9. Where the vote is by ballot or roll call, the number of votes on each side shall be recorded.
 10. Time of adjournment.
 11. Chairs of the BOD and standing committees shall review and sign the original copy of their Minutes.
- C. Digital recording of committee and Board meetings is used solely for preparing the minutes. Digital recordings are not to countermand written minutes, but only to check on the accuracy of written minutes. Once minutes are officially adopted, the minutes become the formal record of the deliberations and vote of the meeting. Digital recordings will be destroyed within six months after the date minutes have been officially adopted.

Approved by BOD: 12/9/88
Cleanup Changes: Summer 1999
Revisions Approved BOD: 5/15/00
Revisions Approved BOD: 2/2/05
Revisions Approved BOD: 5/4/05
Revisions Approved BOD: 12/6/17