

# Minutes Procedure

**Adopted:** Tuesday, April 29, 2003 (Originated through the Executive Board)

**Amended:** Saturday, November 18, 2003

**To Be Reviewed Yearly In:** April

The purpose of this procedure is to standardize the form and content of minutes.

Any minutes taken of official Kwantlen Student Association meetings, including but not limited to Council, EBOD, Campus Councils, committees and commissions, shall adhere to the following protocols.

## **Article 1. Content of Minutes**

1. All minutes shall include the following:
  - i. The kind of meeting (regular, special, other), and the name of the organization / assembly;
  - ii. The date, time and place of the meeting and when it was called to order;
  - iii. Who chaired the meeting;
  - iv. Who recorded the minutes;
  - v. Those in attendance shall be listed in alphabetical order by the person's last name;
  - vi. Whether voting and non-voting members arrived late, or left early;
  - vii. Which voting and non-voting members sent written regrets, non-written regrets or no regrets to the meeting Chair or to the Chairperson of the Executive Board;
  - viii. A listing of all proxies (only applicable to Council) at the time they are given;
  - ix. All motions, with a mover and seconder;
  - x. The disposition of all motions in bold (carried / defeated / postponed, etc.);
  - xi. A point-form list of significant comments for and against the motion (if applicable); *and*
  - xii. The time at which the meeting adjourned.

**Article 2. Procedures**

1. Motions should be assigned numbers consistent with the following motion-numbering methodology:

BODY\_NAME:YEAR-MONTH-DAY\_OF\_MEETING:MOTION \_NUMBER

2. Under this methodology, motion numbers shall start at “01” for each new meeting.

3. Under this methodology, motions would read as follows:

- i. Campus Council examples:

- a. lcc:2003-04-29:01
- b. ncc:2003-04-29:01
- c. rcc:2003-04-29:01
- d. scc:2003-04-29:01

- ii. Council example: council:2003-04-29:01

- iii. Executive Board of Directors example: ebod:2003-04-29:01

- iv. Executive Standing Committee examples:

- a. academics:2003-04-29:01
- b. events:2003-04-29:01
- c. external:2003-04-29:01
- d. finance:2003-04-29:01
- e. operations:2003-04-29:01

- v. Liaison Commission examples:

- a. aboriginal:2003-04-29:01
- b. colour:2003-04-29:01
- c. disabilities:2003-04-29:01
- d. international:2003-04-29:01
- e. lgbt:2003-04-29:01
- f. mature:2003-04-29:01
- g. womens:2003-04-29:01

- vi. Other Standing Committee examples:

- a. elections:2003-04-29:01
- b. ombuds:2003-04-29:01

4. Motions to move *in-camera* shall include:
  - i. wording as to whether or not minutes of that in-camera session shall be taken; *and*
  - ii. who is permitted to stay for the in-camera portion of the meeting.
5. The minutes of any given meeting shall be distributed as soon as possible after the end of a meeting so that members may review / correct them prior to approval at the next regular meeting of that body.
6. If corrections to a set of minutes are needed then the corrected minutes must be brought back to the body for approval.
7. For Council and EBOD meetings, where minutes are taken from an electronic recording of the meeting, the minutes of that meeting shall be distributed within seventy-two (72) of the recorder's receiving the electronic copy from the General Manager. The General Manager shall notify the Chairperson of the Executive Board as to when the electronic recording of the meeting was given to the recorder. Once the appropriate body has approved the minutes, the General Manager shall erase the electronic recording.