

Administrative Procedure 124.1: Minute Taking Standards for Board and Committee Minutes

Meetings of the Board of Education of Schools District No. 8 (Kootenay Lake) or its Committees, shall be recorded using the following guidelines for minute taking:

1. **The Meeting.** The name of the Body that assembled, the type of meeting that was held (e.g. regular, closed or special, etc.), and the date of the meeting shall be listed at the top of the minutes.
2. **Attendees & Guests.** A list of attending members and guests shall be listed in the minutes. Any member who joins or departs the meeting between the time the meeting was called to order and the time it was adjourned shall be noted in the minutes.
3. **Agenda Items.** The minutes shall be drafted in the same order and using the same headings as on the agenda that was adopted at the outset of the meeting. Where an item on the agenda was not discussed, or the item was postponed to a future meeting, the minutes shall note as such.
4. **Minutes Timing.** The times at which the meeting is called to order, when a recess starts and ends, and when the meeting is adjourned, shall be noted in the minutes.
5. **Robert's Rules.** The minutes shall note the steps taken by the body in its deliberations and decision-making following parliamentary rules per Robert's Rules of Order¹.
6. **Corporate Board.** Regarding references to members in the minutes:
 - 6.1. Generally, the name of a member shall not be included in the minutes.
 - 6.2. Members shall be referred to in the minutes as a "Member" or as a "Trustee", depending on the body that is meeting.
 - 6.3. When a motion is made or seconded, the name of the member shall not be noted and, instead, the appropriate parliamentary process shall be referenced (e.g. "upon a motion duly made and seconded, it was resolved that...").
 - 6.4. Exceptions to the general prohibition on naming a member in the minutes will apply for personal items (e.g. Trustee Reports), and, by specific consent of the body, a statement may be added to the minutes attributed to a member.
 - 6.5. Where a member abstains from voting or objects to a motion, the number of members who objected or abstained to that motion shall be recorded in the minutes.
7. **Discussions, Deliberations & Motions.** Regarding discussions, deliberations, and motions:

¹ [Robert's Rules of Order Newly Revised \(11th Edition\)](#)

Related Legislation: [School Act of British Columbia](#)

Related Publications: [Robert's Rules of Order Newly Revised \(11th Edition\)](#), Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P (as at May, 2020)

Related Policies & Procedures: Policy 124: Minutes for Board & Committee Meetings, AP124.1: Minute Taking Standards for Board and Committee Minutes, Policy 121: Committee Structure

Adopted: June 23, 2020

- 7.1. A motion alone may be recorded in the minutes for an item when there are no objections made to that motion.
- 7.2. Whenever a motion is moved, the motion shall be recorded verbatim in the minutes whether the motion is resolved upon at the meeting or not.
- 7.3. A summary of key points of discussion about an item on the agenda shall be noted in the minutes, following Eli Mina's table of effective minute taking practices².

8. **Drafting and Record-Keeping.** Regarding drafting and approval of the minutes:

- 8.1. The Secretary-Treasurer and/or a designate shall take minutes at meetings.
- 8.2. Following a meeting, the Secretary-Treasurer shall compile and prepare the minutes into a draft for review by the Body at its following meeting.
- 8.3. Once a Body reviews and adopts minutes, previous versions of the minutes captured in any format shall be destroyed.
- 8.4. Adopted minutes shall be signed by the Chair of the meeting and the Secretary-Treasurer or designate.
- 8.5. Minutes from a regular meeting of the Board or meetings of Standing Committees of the Board shall be made available forthwith on the Board's website following the adoption and signature of minutes.
- 8.6. A copy of adopted minutes from meetings of Ad hoc Committees of the Board shall be included with the agenda for the next regular meeting of the Board, pursuant to Board Policy 121: Committee Structure³.
- 8.7. For any Board meeting where matters were considered at which persons other than Trustees or officers of the Board, or both, were excluded, a record shall be kept and made available to the public containing a general statement as to the nature of the matters discussed and general nature of any decisions reached.

² [Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P](#)

³ [Board Policy 121: Committee Structure](#)

Related Legislation: [School Act of British Columbia](#)

Related Publications: [Robert's Rules of Order Newly Revised \(11th Edition\)](#), Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P (as at May, 2020)

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