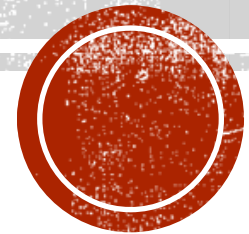


AGENDA & MINUTE TAKING WORKSHOP

2017-18 ASSOCIATED STUDENTS



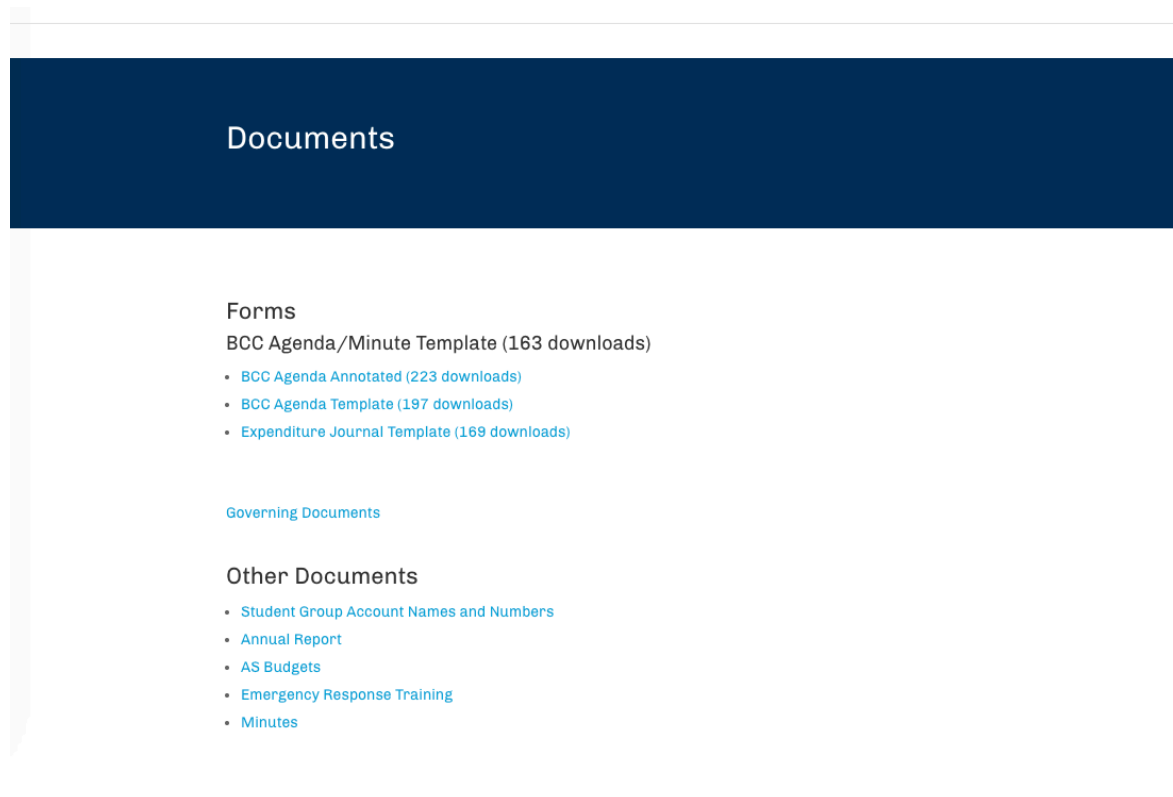
BEST PRACTICES

- Save file as Word doc. (NOT GOOGLE DOC)
- Be concise
 - Minutes do not have to be verbatim
- Be consistent
 - Follow the provided AS minute takers format
- Be accurate: Correct information especially motion language
 - It's OK to pause meeting
- **Allocations of fund: Must submit requisitions. Ex) Purchase Order, Check, Journal Entry**



CHAIR AND MINUTE TAKER TEMPLATES

STEP 1: Go to the AS Website, and click the Documents tab



STEP 2: Click on BCC Agenda Template



BCC AGENDA

Associated Students

DATE, TIME
LOCATION

CALL TO ORDER at (TIME of meeting)

A. MEETING BUSINESS

A-1. Roll Call (Pre-entered Names)

Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)	Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)
Pre-entered Name		Pre-entered Name	
Pre-entered Name		Pre-entered Name	
Pre-entered Name		Pre-entered Name	
Pre-entered Name		Pre-entered Name	
Pre-entered Name		Pre-entered Name	

A-2. Acceptance of Excused Absences

MOTION/SECOND: Last Name/Last Name

Motion to approve/deny the attendance on (Date of Meeting)

ACTION: Vote: X-X to APPROVE/DENY.

A-3. Acceptance of Proxies

MOTION/SECOND: Last Name/Last Name

Motion to approve/deny proxies on (Date of Meeting)

ACTION: Vote: X-X to APPROVE/DENY.

B. PUBLIC FORUM

- Announcements/Information/Introductions
- Testimony for items on today's agenda (out of order)
- Appreciations/Concerns
- Request to have item added to today's agenda

Optional: The BCC will not take action today on issues raised in the Public Forum except requests for financing which BCC members agree to add to the agenda for consideration under Action Items.



RECORDING MINUTES

- STEP 1: The chair drafts the agenda and sends it out to the board members
- STEP 2: The minute taker saves the agenda as a word document



RECORDING MINUTES

- STEP 3: Fill in the date, time and location of the meeting and the time the meeting began.



BCU (FROM AGENDA) MINUTES/ACTION SUMMARY

Associated Students

DATE, TIME (from Agenda)

LOCATION (from Agenda)

Minutes/Actions recorded by: NAME

CALL TO ORDER TIME by NAME, Chair



RECORDING MINUTES

- **Step 4: Roll Call**
 - The chair will call out the names of the members on the board, the minute taker must then record if the board members are present, absent (excused or unexcused), late (excused or unexcused), or provided a proxy and include the proxy's name.

A. MEETING BUSINESS

A-1. Roll Call

Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)	Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)
Pre-entered Name		Pre-entered Name	
Pre-entered Name		Pre-entered Name	
Pre-entered Name		Pre-entered Name	



RECORDING MINUTES

- STEP 5: Public Forum: If speakers come to a BCU meeting they can present in public forum. The minute taker records the speaker's name as well as a summary on what they presented.

B. PUBLIC FORUM

- a. Announcements/Information/Introductions
- b. Testimony for items on today's agenda (out of order)
- c. Appreciations/Concerns
- d. Request to have item added to today's agenda

Note speakers' names and affiliation, and request, if any. There should not be any motions.



RECORDING MINUTES

- **Step 6: Reports:**

- The chair will run through the different reports, advisor, chair, and members. The minute taker records a summary of each report in their respective place in the agenda.

C. REPORTS

Brief reports on matters relevant to the BCU and matters of general interest to the public in attendance.

C-1. Advisor's Report

Note speakers' names and affiliation; bullet list of topics. There should not be any motions.

C-2. Executive Officer's Report(s)

Note speakers' names and affiliation; bullet list of topics. There should not be any motions.

C-3. Group Project/Member Report(s)

Note speakers' names and affiliation; bullet list of topics. There should not be any motions.



RECORDING MINUTES

- **Step 7: Acceptance of the Agenda:**
 - The Chair may, with members' consent, add items to the agenda for consideration at the current meeting if they meet one of the following criteria:
 - a) Emergency Situation -- the issue falls within ten days from this meeting.
 - b) Deadline -- if the issue arose after the agenda deadline and must be acted on before the next scheduled meeting
- **Step 8: Acceptance of Action Items/Minutes (w/ dates)**
 - ***The minute taker records all motions.***



RECORDING MINUTES

- **Step 9: Action Items:**

- These are generally financial approvals. Detailed information and staff recommendations/reports are provided in attachments. Approvals of allocations of funds require Senate approval. Travel requests and exceptions to policy require *Finance and Business Committee* approval.



RECORDING MINUTES

- **Step 10: Old Business:**

- Items that were continued from some previous meeting date to this date for further discussion, usually after new research/information which was not available at the previous meeting.
- The agenda will include a. and the minute taker must record all discussion and any motions made

- a. **Brief description and dates item continued from agenda**

MOTION/SECOND: Last Name/Last Name

Motion language

ACTION: Vote: X-X to APPROVE/DENY.

Advisor/Staff Instruction/Request: INSERT if APPLICABLE

Responsible for Follow-through: NAME of PERSON/GROUP/N/A

Additional approval required: YES (Finance and Business Committee or Senate?)/NO



RECORDING MINUTES

- **Step 11: New Business:**

- The agenda will include **a.** and the minute taker must record all discussion and any motions made

F-2 New Business

a. Brief description from agenda

MOTION/SECOND: Last Name/Last Name

Motion language

ACTION: Vote: X-X to APPROVE/DENY.

Staff/Advisor Instruction/Request: INSERT if APPLICABLE

Responsible for Follow-through: NAME of PERSON/GROUP/N/A

Additional approval required: YES (Finance and Business Committee or Senate?)/NO



RECORDING MINUTES

- **Step 12: Discussion Items:**

- Items on which we may make a decision in the future. Public testimony is welcome. We will not make decision motions but may instruct members/staff to do research and/or place item on future agenda.

- **Brief description & dates item continued from (if applicable)**

- Note speakers' names and affiliation; bullet list of topics/suggestions/ideas. No motions unless administrative such as creating a committee, giving direction, or placing on a future agenda....

- **Step 13: Remarks:**

- Note speakers' names and affiliation; bullet list of topics. No motions

- **Step 14: Adjournment**

- When the meeting is concluding the minute taker will record the motion that ends the meeting.



MOTION LANGUAGE

Whenever a member of the board makes a motion, the minute taker will record it in this format:

MOTION/SECOND: Last Name/Last Name

Motion language

ACTION: Vote: X-X to APPROVE/DENY.

Record the last name of the member would made the motion, and the member who seconded it. Record what the motion was “motion to.....”. The record the the vote taken and if the motion was approved or denied.



DISTRIBUTION OF MINUTES: MINUTE TAKER

- Step 1: Minute taker saves DRAFT minutes and emails them to Chair
 - Example: coastalfundDRAFTminutes9-23-15
- Step 2: Chair verifies accuracy of minutes and saves them as FINAL minutes
 - Example: coastalfundminutes9-23-15
- Step 3: Chair emails FINAL minutes to...
 - Your organizations email list
 - Execs-senate@as.ucsb.edu
 - mailer@as.ucsb.edu



“THE MORE YOU KNOW”

- Conflict of Interest
 - 1) Personal financial gain plus associates (friends or family members).
 - 2) In the event that a conflict of interest, individual member(s), their responsibility shall abstain from voting.
- Your meeting isn't restricted by the order of the Agenda template.
 - Members can motion at any time to move to a different section in the agenda
- Acceptance of Action Summary/Minutes: Only members who were present can vote.
- Action Items that are financial approvals needs Senate approval. Travel Request and Exceptions to Policy require Finance Board Approval.
 - Action items are approved when senate approves the committee's' minutes
- Discussion Items are items to make a decision in the future. No motions are needed, but may instruct others to do research of plan an item in future agendas.



DID YOU KNOW?

- Finance and Business Committee hours
 - Meetings are Monday's @ 5:00 pm (State St. Room)
- All allocations of funds require Senate approval.
 - Meetings are Wednesday's @ 6:30 pm
- All minutes go to Senate for approval
- All final minutes are public record

