

The image features a central orange rectangular box containing text. To the right of the box, a large green monstera leaf with characteristic holes is partially visible. To the left and bottom-left of the box, there are smaller green leafy branches. The entire composition is enclosed within a thin black rectangular border.

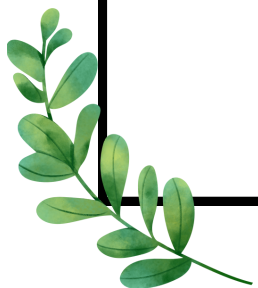
**ASSOCIATED
STUDENTS
AGENDA & MINUTE
TAKER TRAINING**

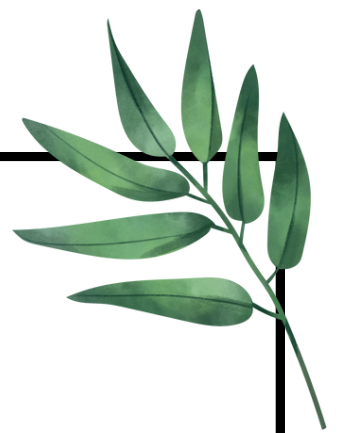


INTRODUCTIONS

WHY IT'S IMPORTANT

- Minutes are the official record of what takes place during our meetings. They capture how our decisions are made, with particular importance to how our funding (student fees) are spent.
- This accurate capture will help our Admin team follow our internal policies and procedures, and will help with accurate and timely processing of requisitions.
- Our minutes are public records and are subject to the Public Records Act. Having detailed and accurate minutes helps us fulfill our legal requirements.
- After the meeting is over, this is the only record of what took place!





WHERE TO START

DOWNLOAD THE
AGENDA TEMPLATE



[HTTPS://WWW.AS.UCSB.EDU/DOCUMENTS/](https://www.as.ucsb.edu/documents/)

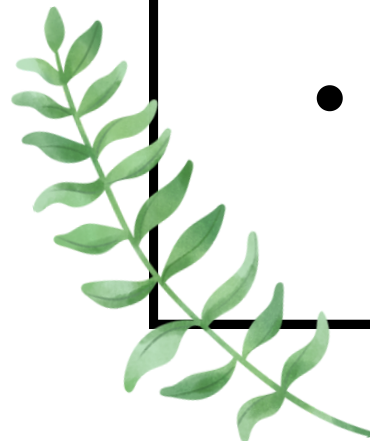
MAKE A COPY
FROM THE A.S.
MINUTES DRIVE



<https://docs.google.com/document/d/1suJD4ifM7gzme3FWvoUe4DTEmzq3aD0oBz0TiV4cVal/edit?usp=sharing>

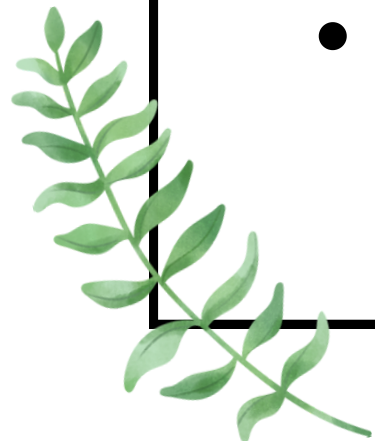
FILL OUT THE AGENDA

- Each chair is responsible for creating the agenda for each meeting. The agenda should contain all of the matters for discussion & any potential business items up for a vote in the next meeting.
- To start, chairs will download the blank agenda template, fill it out with the business & discussion items for the upcoming meeting, and send out to their respective members no later than 24 hours before the meeting.
 - According to *Article VI, Section One: Public Meeting Requirements*: All publicly held BCU meetings need to convey the time, date, and location to members (and/or the Association) within 24 hours of the meeting.
- This filled out agenda becomes the meeting agenda, and is your minute-taking template.



THINGS TO CONSIDER

- In remote and hybrid meetings, groups should come to a consensus about what items from the chat are recorded into the minutes and what items will not be.
- Any comments in the chat that should be recorded into minutes should be read aloud by the chair, another member, or the commenter.
- Utilizing Robert's Rules of Order allows for only one person to speak at a time. This is particularly important over Zoom, where only one audio is captured. Please do not speak over anyone, so the minute taker can capture what is shared.
- If members have materials, prepared statements, or other documents to enter into the record, please send those to the minute taker directly.





RECORD THE MEETING: CALL TO ORDER

- Following the template, you'll begin by recording the date, time, and location of the meeting. You'll also record your name, who calls the meeting to order, & and what time.



BCU [NAME] MINUTES

Associated Students

DATE:

LOCATION: Minutes/Actions recorded by: **NAME**

CALL TO ORDER: TIME by NAME, Position

***Robert's Rules of Order for this would sound like: "I call this meeting to order at 7:00pm." This officially begins the meeting.*

RECORD THE MEETING: ATTENDANCE

The chair will move to roll call. Here, they 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	

Please note if quorum is not reached. Quorum is 50%+1 of the appointed membership. The meeting cannot begin if quorum isn't met.

***Robert's Rules of Order for this would sound like the chair saying: "Moving into roll call." Then, they will call off each individual name. Each present member will then say "here," or "present."*



RECORD THE MEETING: ABSENCES

- For any members who have notified the chair in advance that they will be absent from the meeting, their absence should be noted on the agenda under "Acceptance of Excused Absences." If the member has also sent a proxy, that should be noted under "Acceptance of Proxies."
- Members can also motion to add these items during the meeting.

A-2. Acceptance of Excused Absences

*MOTION/SECOND: Last Name/Last Name
Motion language*

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

A-3. Acceptance of Proxies

*MOTION/SECOND: Last Name/Last Name
Motion language*

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

***Robert's Rules of Order for this would sound like the chair saying: "Moving into Acceptance of Excused Absences; Moving into Acceptance of Proxies." Then, they will say "the floor is now open." Members can then say: "motion to accept all excused absences." or "motion to accept all proxies."*

RECORD THE MEETING: 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.

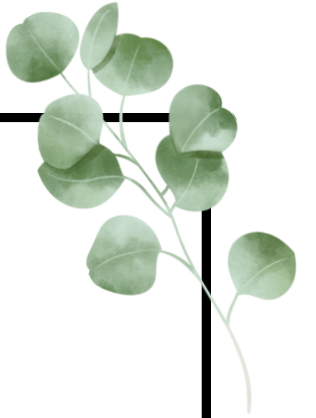
B. PUBLIC FORUM

- 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.

***Robert's Rules of Order for this would sound like the chair saying: "Moving into Public Forum." Then, they will call off each individual name that is signed up. Each speaker gets two minutes. The group can motion to give the speaker more time. Ex: "Motion to give the speaker 2 additional minutes."*





RECORD THE MEETING: 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.

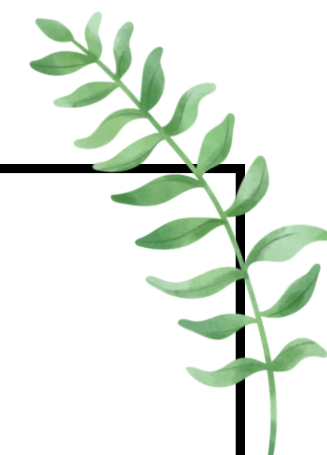
***Robert's Rules of Order for this would sound like the chair saying: "Moving into Reports: Advisor's Report." "Moving into Executive Officer's Report." "Moving into Group Project/Member Report." Under group project reports, the chair will call off each member individually or ask if anyone has a report.*

RECORD THE MEETING: ACCEPTANCE OF THE AGENDA

- After moving through attendance, public forum, and reports, the committee will now need to accept the agenda. If items need to be added to the agenda, this is the section where that is appropriate.
- 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:
 - Emergency Situation -- the issue falls within ten days from this meeting.
 - Deadline -- if the issue arose after the agenda deadline and must be acted on before the next scheduled meeting.

***Robert's Rules of Order for this would sound like the chair saying: "Moving into acceptance of the agenda." Members can then say "motion to accept the agenda." Note: this motion "locks" the agenda. In order to make any changes to the agenda after this point, members should motion to suspend orders of the day & move into acceptance of the agenda. Then, members should motion to make their amendments to the agenda. Then, members can motion to resume orders of the day.*





RECORD THE MEETING: APPROVAL OF MINUTES

- During this section of the agenda, the committee will approve its own previous minutes. Approval is given with the understanding that members have reviewed the minutes, and agree with their accuracy.

E-1. Approval of our Action Summary/Minutes from DATE(S)

MOTION/SECOND: Last Name/Last Name

Motion language

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

***Robert's Rules of Order for this would sound like the chair saying: "Moving into approval of minutes." Then, they will call off each individual date. Members should then say: "motion to approve all minutes." Please be sure to read all minutes for accuracy before approving minutes.*

RECORD THE MEETING: OLD & NEW BUSINESS

- Old Business will contain Items that were continued from some previous meeting date to this date for further discussion, or to make a motion. This can happen if more research/information was needed when the item was first presented.
- New Business will contain items that have not previously been on the agenda or heard by the committee.

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

MOTION/SECOND: Last Name/Last Name

Motion language

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

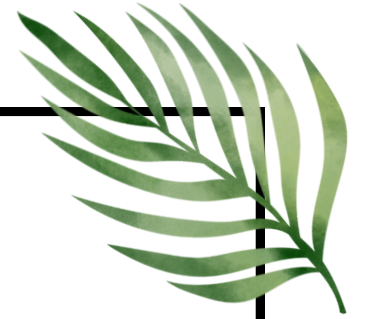
Advisor/Staff Instruction/Request: INSERT if APPLICABLE

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

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

***Robert's Rules of Order for this would sound like the chair saying: "Moving into New Business."
"Moving into Old Business."*





RECORD THE MEETING: DISCUSSION ITEMS

- This section of the agenda is for discussion items or topics. These may be Items on which a decision will be made in the future. Minute takers will record speaker names, and notes on the topics discussed.

G-1. 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....

***Robert's Rules of Order for this would sound like the chair saying: "Moving into discussion items."*

RECORD THE MEETING: REMARKS

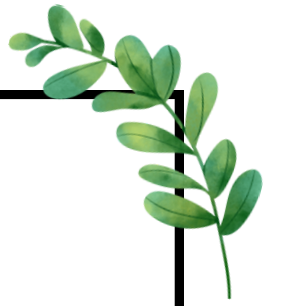
- This section of the agenda is for remarks, which are usually informal. This is because each member has already been given the opportunity to share their work during their report. However, the members may use their time how they wish.
- Please seek agreement from members on if they would like these remarks to be captured in the minutes.

H. REMARKS

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

***Robert's Rules of Order for this would sound like the chair saying: "Moving into remarks."*





RECORD THE MEETING: ADJOURNMENT

- Adjournment concludes the meeting! Please record the time this motion is made.

ADJOURNMENT

MOTION/SECOND to ADJOURN: Last Name/Last Name

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

Vote Taken: TIME

***Robert's Rules of Order for this would sound like the chair saying: "Moving into adjournment, the floor is now open." A member will then motion to adjourn at the time the motion is made. (Ex: motion to adjourn this meeting at 6:00pm).*

EMAIL VOTES

- Email votes should also have an agenda, just like in person meetings.
- Email votes also need to have quorum, and allow all members the opportunity to cast their vote.
- Any digital platform for collecting those votes is fine, the votes just need to be entered into the minutes.

BEST PRACTICES

- Be as detailed but concise: capture the full motion language, who spoke in discussion and what was said. Remember, we are looking at HOW decisions are made!
- The minutes do not need to be a verbatim record of the meeting. You should also avoid just writing: "Approved" and no other comments.
- It's okay to pause the meeting to ask clarifying questions or give yourself a moment to capture a motion correctly.





CONTACT INFO

Holly Mayes:

- **EMAIL: HOLLYMAYES@UCSB.EDU**
- **OFFICE HOURS: MONDAY & WEDNESDAY 1PM-2PM**

Isabella Mendoza:

- **EMAIL: as-imendoza@ucsb.edu**
- **OFFICE HOURS: Tuesday & Wednesday at 5PM- 6:30PM**

