



MINUTES AT A GLANCE

During the meeting, the secretary must complete minutes and can use an action plan to record what happens at the meeting. Locals may elect to track actions (see provided template and at-a-glance document) arising out of meetings by using an action plan, which is an acceptable practice to use.

It is important that the Executive understands that the Local must keep formal records of all motions and policies approved by the membership and this must be done in the form of formal minutes of the meeting. A copy of the formal minutes must be provided to the auditor for the year-end audit.

There are topics that must be captured in minutes. Any time there is a motion on the floor, the motion and the disposition of the motion must be captured in formal minutes. Quorum for meetings must also be captured in minutes.

Tips:

- As note taker you are not in charge of the meeting, the chairperson is. Your focus is on capturing the discussion of the meeting.
- Use whatever recording method is comfortable for you, such as a notepad or a laptop computer.
- Keep your minutes brief and to the point. The minutes of a meeting should be a snapshot of discussions and decisions. Effective minute taking does not mean you are recording every word that said, this could lead to missing important points.
- Include copies of materials or brochures distributed at the meeting with the meeting notes.
- It is good practice to put together a draft of the minutes as soon as possible, while it is still fresh in your mind. The longer you put this first draft off, the greater the probability of forgetting something crucial.
- Be sure to check and double-check your draft before sending to the participants. Be sure to have the minutes approved by the chair or facilitator before distributing them. Keep all rough notes until the minutes have been approved.
- Ensure minutes are approved and signed at next meeting.

Local and Bargaining Unit Meetings

Minutes are captured using the same order format as the agenda. The rules of procedure and order of business governing meetings are reflected in the Constitution, Appendix, Local By-laws, By-law IV (ii -b). This includes:

1. Roll Call of Members (including a sign in sheet)
2. Adoption of Agenda
3. Reading of Minutes (and approval)
4. Matters arising from the Minutes
5. Financial Report (requires motion to receive the Local and Bargaining Unit report. A Local meeting requires a motion to approve proposed budget that is presented)
6. Reports of Committees (requires motion to receive reports)
7. Nomination, Elections and Appointments (may require a motion/vote dependant on the issue-follow ONA election guidelines and Constitution)
8. Communications (requires motion to receive reports)
9. Unfinished Business
10. New Business
11. Adjournment