

Meeting Minutes

Effective Date: 01/01/2018

Policy

- A. It is the policy of the ACO to maintain minutes for its Governing Body and Subcommittee meetings in order to accurately document the discussions during and create a permanent record for all such meetings.

Applicability

This policy applies to the ACO's Governing Body, Committees, and Subcommittees, as applicable.

Procedure

- A. The Secretary or designee of the Governing Body or Subcommittee will take minutes during meetings to provide a practical means for conveying information about the issues discussed and the actions taken in a meeting.
- B. The minutes format will include, but not be limited to:
 1. Name of the Committee or Subcommittee holding the meeting;
 2. Location, time, and date of the meeting;
 3. Time Chairperson called meeting to order;
 4. People in attendance and absent;
 5. Existence of a quorum;
 6. Motions made and by whom;
 7. Summary of information disseminated and any resulting questions and answers;
 8. Brief account of any debates;
 9. Voting results;
 10. Names of abstainers and dissenters;
 11. Reports and documents introduced; and,
 12. Future action steps.
- C. Minutes of all items discussed will be accurately documented in reasonable detail. The minutes will reflect what was actually said during the meeting, either in chronological order or in a more coherent order, regardless of whether the meeting follows any written agenda.

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- D. If a formal motion is proposed, seconded, passed, or failed, then it is recorded. The voting tally may also be included, but is not required (e.g., a minute might read “After voting, the Committee agreed to...”). It is preferable, but is not required, to include the name of the person who seconds a motion.
- E. If a motion is voted on within a Subcommittee and the Governing Body has not delegated the voting power to the Subcommittee, then the recommendation must be sent to the Governing Body for ultimate approval and adoption.
- F. The assignment of a task to an individual is an important decision, and so all actions will be accurately recorded in the minutes.
- G. The minutes shall end with a note of the time that the meeting was adjourned. It is preferable, but is not required, to include the name of the person (if any) who moves and seconds a motion to adjourn.
- H. After the minutes are written, they will be circulated to the Governing Body or Subcommittee Members prior to the next meeting.
- I. After receiving the minutes from the Secretary or designee, members should review the minutes and forward any mistakes or missing information to the Secretary or designee, who shall then update the minutes accordingly.
- J. If minor corrections can be made prior to the next meeting, then approval of the minutes will be part of the agenda. Major corrections or changes should be addressed at the next meeting.
- K. Once the minutes are approved and signed by the Secretary or designee, they should be permanently archived.

Reporting

- A. N/A

Related Documentation

- A. Meeting Minutes Template