

Meeting Minutes Policy

Date Approved: 15 January 2016
Date Last Amended: 10 March 2016

1 Definitions and Interpretations

Minutes means an official record of a meeting.

Minute taker means:

- For NUSA Council meetings: the Administrator or their nominee from the staff pool, as per S6.2.10 of the NUSA Rules & Regulations, who is authorised to record minutes of meetings.
- For NUSA Executive meetings: Any one person as appointed by the Chair
- For all other NUSA committee meetings: Any one person as appointed by the Chair

Meeting minute template (template) means the official structure which all meeting minutes are to follow, with a set style and a set sequence of items. (Appendix A)

2 Minutes

- (a) A *meeting minute template* approved by NUSAC shall be used by the *minute taker* to record minutes.
- (b) A meeting's minute-taker must fill out all of the relevant information at the top of the template to ensure reliability of the minutes.
- (c) A meeting's minute-taker must either personally, or through the Administrator or an Executive member, send out a first draft of the minutes, to all who attended the meeting, within 48 hours of the meeting's conclusion, for a review to take place of the minutes as recorded.
- (d) A meeting's minutes must then be brought into line with comments from attendees and sent out to attendees no less than 48 hours prior to the next meeting of the respective committee.
- (e) Minutes will bear a "draft" watermark until they are confirmed by the next meeting of the committee for which the minutes were recorded, at which point they will bear an "approved" watermark.

3 Editing Minutes

- (a) A meeting's minute-taker must not substantially edit any minutes once they have been recorded from the meeting.
- (b) Notwithstanding (a), a meeting's minute-taker may make minor edits to minutes from a meeting such as if a word which has been recorded was actually a synonym of that word. For example, if a person is noted as having said another person is 'wonderful', when they in fact said that person was 'excellent', the minute-taker may edit that word to reflect what was actually said, as this sort of edit does not change the overall interpretation of a discussion.
- (c) Directly following a meeting, a minute-taker may choose to reflect back on what was said during the meeting and add extra detail to the minutes, but in line with (a), must not

substantially edit the minutes.

4 Approval of minutes

- a) At the immediate meeting following the meeting when the minutes were recorded, the committee may by resolution choose to confirm or make amendments to the minutes as presented to the meeting and sent out earlier as per 2(b).

5 Emergency Meetings

- a) In the case of an emergency meeting, the need for minutes to be sent out 48 hours prior to such a meeting is not necessary, due to it not being reasonable for a minute-taker to do so.

6 In-Camera

- a) From time to time, a meeting may decide to conduct a portion of the meeting in-camera.
- b) In such cases, minutes are still to be taken. The minute-taker must record a motion to move in-camera as a normal motion, and must record when the meeting moves out of its in-camera discussion.
- c) For minutes which are made public for anyone to request to view, in-camera discussions are to be redacted completely.
- d) In-camera discussions may only be viewed by members of the group which decided to go in-camera.

7 General

- a) A copy of this policy shall be kept on record by the public officer in NUSA's Register of Policies as per the NUSA rules and regulations.
- b) This meeting policy and template shall be distributed by the public officer to all NUSA committee chairs.

Appendix A – Meeting Minute Template

Newcastle University Students' Association

Name of Committee Draft/Approved Minutes



Date: Name of Day, DD Month YYYY

Time: HH:MM AM/PM

Venue: Room, Building, Location

Minute Taker: Name

Chair: Name

Council Members Present:

Name - (Position)

Name - (Position)

Name - (Position)

Name - (Position)

Name - (Position)

Name - (Position)

Official Council Members Present (Non Voting):

Name - (Position)

Name - (Position)

Apologies:

Name - (Position)

Name - (Position)

Name - (Position)

Absent without Apology:

Name - (Position)

Guests: Name, Name

1.0 Welcome and Apologies

1.1 Meeting opened at HH:MM AM/PM

1.2 Apologies noted from: Name, Name, Name,

2. AGENDA ITEM 2

Summary of discussion including important items to note

3. AGENDA ITEM 3

3.1 Agenda Item 3.1

Motion: Exact wording of motion

Moved by: Name

Seconded by: Name

Discussion: Summary of discussion including important items to note

Voting: Majority in favour/against (If no count taken)

Abstentions: Name, Name (If called for by chair or requested by members)

Chair declares the motion **Carried/Lost**

Voting: # in favour, # against, # abstain (Name if requested to be noted) (If vote count taken)

Abstentions: Name, Name (If called for by chair or requested by members)

Chair declares the motion **Carried/Lost**

Action: Description of action item and who is responsible

3.2 Agenda Item 3.2

Motion: That NUSAC Proceed to an in-camera confidential session

Moved by: Name

Seconded by: Name

Discussion: None

Voting: Majority in favour.

Chair declares the motion **Carried**

Meeting moved in-camera at HH:MM AM/PM

Minuting for in-camera session

Motion: That the meeting exits the in-camera session.

Moved by: Name

Seconded by: Name

Discussion: None.

Voting: # in favour, # against, # abstain

Chair declares the motion **Carried**

Meeting moved out of camera at HH:MM AM/PM

AGENDA ITEM 4

Meeting Closed at HH:MM AM/PM

Attachments / Tabled Documents:

1. **Attachment 1 (Item #)** (Agenda Item Number)
 2. **Attachment 2 (Item #)**
 3. **Attachment 2 (Item #)**
-

Action Items

| Item | Action | Responsible | Due Date |
|--------------------------------------------|----------------------------|--------------------|-----------------|
| Agenda Item Name Agenda item number | Action as noted in minutes | Name | DD Month YYYY |
| Agenda Item Name # | Action as noted in minutes | Name | DD Month YYYY |
| Agenda Item Name # | Action as noted in minutes | Name | DD Month YYYY |

Attachment 1 – Name of Attachment (Item #)

Insert attachment/tailed document here