



TEMPLATE

Council/Committee Meeting Minutes

The Planning & Budgeting Council recommends that College Councils and Committees utilize this template unless otherwise directed by frameworks such as the Ralph M. Brown Act. Please PDF minutes once final and post to appropriate webpage for public information and archival purposes.

Important tips

- **Be Concise:** Focus on capturing key decisions, actions, and the rationale behind them, avoiding verbatim transcripts or unnecessary details.
- **Maintain Objectivity:** Use neutral language, avoiding personal opinions, biases, or judgments.
- **Clarify When Necessary:** Don't hesitate to ask for clarification if something is unclear during the meeting to ensure accuracy.
- **Proofread and Edit:** Carefully review and edit the minutes for clarity, consistency, grammar, and spelling before distributing them.
- **Ensure Accessibility:** Distribute the minutes promptly to all relevant parties (including those absent) and store them in an easily accessible location for future reference

I. Meeting Details

- Committee/Council Name: [Insert name of committee/council]
- Date: [Insert date of meeting]
- Time: [Insert time meeting was called to order and adjourned]
- Location: [Insert location of meeting (e.g., specific room, building, virtual platform)]
- Chair/Facilitator: [Insert name and title of the meeting chair/facilitator]
- Minute Taker: [Insert name and title of the person taking minutes]

II. Attendees

- Members Present: [List the names of all committee/council members present, including any guest speakers or observers]
- Members Absent: [List the names of any members not present (e.g., "Regrets")]
- Quorum: [Indicate whether a quorum was present, according to committee/council bylaws or established procedures]

III. Meeting Proceedings

A. Call to Order

- Welcome and Introductions (if applicable)

- If students are participating, please make a point of clarifying any acronyms or jargon used during the meeting

B. Approval of Agenda

- [Indicate whether the agenda was approved, or if modifications were made. If modifications were made, list them briefly]

C. Approval of Previous Minutes

- Minutes from the [Previous Meeting Date] meeting were reviewed and [approved, approved with amendments, etc.].
- If amendments were made, list them and the reason(s) for the amendment(s).

D. Action Items (Refer to Agenda for Order)

- Agenda Item Title: [Insert title of the agenda item]
 - **Summary of Discussion:** [Provide a concise, objective summary of the key discussion points, including supporting data or documents presented, and questions or concerns raised]
 - **Actions Taken/Decisions Made:** [Clearly state any actions or decisions made regarding this item, including the exact wording of motions passed, the proposer, seconder, and voting outcomes (if applicable)]
 - **Rationale:** [Briefly explain the rationale behind any significant decisions]
 - **Relevant Documents:** [Mention any reports, presentations, or other documents discussed or referenced, noting where they can be found or attached]
- Repeat the above section for each action item on the agenda.

E. Information Items (Refer to Agenda for Order)

- Agenda Item Title: [Insert title of the agenda item]
 - **Summary of Information Presented:** [Provide a brief summary of the information shared. Information items may not lead to Council/Committee action]
- Repeat the above section for each information item on the agenda.

H. Announcements (if applicable)

- [Record any important announcements made during the meeting]

IV. Next Meeting Details

- Date: [Insert date of the next meeting]
- Time: [Insert time of the next meeting]
- Location: [Insert location of the next meeting]
- Proposed Agenda Items: [List any items suggested for discussion at the next meeting]