

NAME OF SCHOOL

SAC Minutes - _____ (Date) _____.

Attendance:

List members and attendees in this area. (Note: I also have a list of members in table format with dates of meetings, so I simply check off the names which is so quick to see if there is a quorum present and to monitor absences...remember, we have to make notify SAC to replace a member if a member has more than 2 consecutive unexcused absences. This helps with name spelling too!)

Call to Order:

A meeting of the _____ (name of school) School Advisory Council was held in the _____ (place of meeting) on _____ date _____. Chairman _____ name of chairperson _____ called the meeting to order at _____ time _____. _____ name _____ will record minutes for this meeting.

Minutes:

_____(Name) motions to approve the minutes of _____ (date) _____, with the following corrections _____ (detail the corrections) _____. Motion outcome. Note: nothing is ever erased from the minutes. Corrections are made in the margin and initialed. If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. When minutes are approved, the word approved and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that says "approval date". To correct minutes previously approved require a 2/3 vote (Roberts Rules) Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

Old Business: Guidelines for Minutes guides regarding Sunshine Laws

1. Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. (AGO 73-264)
2. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in ss. 286.011, F.S., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
3. "Section 286.011(2), Florida Statutes, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

New Business: How to Write Meeting Minutes

1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics and the time of adjournment; include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is done, not what is said. Do not reflect the secretary's personal opinion about anything that is said or done. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
2. Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion (Robert's Rules of Order) (individual societies independently may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote. The SAC may wish to use *motion forms* to ensure accurate wording of all motions. Refer to the form for specific wording when completing the minutes. Do not record motions that are withdrawn, all points of order, and appeals.
3. Attach long resolutions, reports or other supplementary material to the minutes as an appendix.
4. Helpful Hint: Use the agenda for the meeting as an outline so that you can jump right to the topic without a pause and kept the order of minutes aligned to the agenda. (I will often reformat the agenda to allow plenty of "white room" for my notes...) Use a combination of outline form and paragraphs. This helps in examination of minutes for approval at the next meeting - i.e. under "new business" item 1 needs the following correction....

Reports:

1. Report Name - (Helpful Hint: throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda)

Open Agenda

Helpful Hint: Public must have an opportunity to participate and this may be used for such or SAC may allow public participation throughout the meeting.

Next Meeting Date & Time:

The next meeting will be held on _____ (day and time) _____ in the _____ (place of next meeting) _____.

Meeting Adjournment:

Motion: _____ name of person making motion _____ motioned to adjourn the meeting at _____. Motion carried unanimously.

Submitted by,

Name of Recorder

Name of Position on Board

Approval Date: