

Guidelines for Minutes and Notes of Meetings

Prepared by United Church of Canada Records Coordinators. Approved by AOG/GCS, June 1994.

These guidelines are intended to apply to the minutes of General Council, its Divisions, and their Executives, as well as the committees, task groups and other bodies formally established by the General Council or its Executive; however the Divisions are free to extend the application of the guidelines as they see fit. Conferences, presbyteries, and pastoral charges are welcome to use these guidelines.

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Contents of Minutes

- Brief and concise.
- For notes include an action column (optional).
- Short summary of opinions, facts, ideas when an important matter is considered.

Names of members

- Include people present, regrets, corresponding members, guests, recorder.
- Use full names, e.g., Mary J. Smith, not M. Smith.
- Include titles, e.g., Chairperson, General Secretary.

Worship

- Include opening prayer, scripture, etc.

Minutes of last meeting

- A motion, or a statement that the minutes of the last meeting (date) were presented/circulated and approved.

Agenda

- State any changes/additions made to the circulated agenda.

Business

- Use heading for each subject.

Decision making

- If decision making by consensus, include "**It was agreed...**" in bold.
- Record motions verbatim with the action decided upon reflected fully in the motion statement.
- **Bold** print.
- Surnames of mover and seconder.
- Disposal of motions clearly indicated (e.g., carried, deferred, defeated, amended, etc.).

Adjournment

- Record time meeting adjourns.

Date of next meeting

- Optional

Signatures

- Include full name and position, e.g. Chairperson, staff resource, etc., below the signature.

Format of Minutes

- Margins 0.7 in. (top and sides). This allows for three-hole punching for binder storage.
- Single space; double space before headings.

Font size

- Use True Type, fonts 10 to 14, with 12 being the usual. Be consistent for the entire set of minutes.

Title (first page)

- Centre and **bold** type.
- Include Division name.
- Include name of meeting.
- Include date (yyyy/mm/dd), time, and location of meeting.

Header and page numbers (pages 2 to end)

- Include for second and subsequent pages.
- Centre name and date of meeting.
- Consecutive page numbering, including calendar year (e.g. 1994-01).
- General Council year (e.g. GC34) may be used in brackets.
- Include appendices in consecutive page numbering.

Headings

- **Boldface.**
- Numbering optional.

Acronyms

- Give full name of the organization followed by the abbreviation in brackets the first time it is mentioned. The acronym is sufficient for subsequent references in the same meeting.

Copying and Distribution

- Stamp one copy "Original," sign where necessary and file in A05.
- Stamp one copy "Copy" to be used for copying purposes.
- Copy back to back and three-hole punch.