

[NAME OF ORGANIZATION/COMMITTEE]

Meeting Minutes  
DATE

---

**Opening:**

The regular meeting of the [Name of Organization/Committee] was called to order at [time] on [date] in [location] by [Meeting Chair].

**Roll Call and Determination of Quorum:**

[List of Attendees](virtual and live)

**A. Approval of Minutes**

The agenda was unanimously approved as distributed.

**B. Adoption of Agenda**

The minutes of the previous meeting were unanimously approved as distributed.

**C. Old Business**

1. Summarize the discussion for each existing issue, state the outcome, and assign any action item.
2. A secret ballot violates the Sunshine Law (AGO 73-264). Voting members must vote in an open and identifiable manner. If written ballots are used to cast a vote, the ballots must be traceable to the voting member and must be maintained and made available for public inspection in accordance with the Public Records Act.
3. "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."
4. "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."

**D. New Business**

1. Summarize the discussion for new issues, state the next steps, and assign any action item.
2. 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 ORGANIZATION/COMMITTEE]

Meeting Minutes

DATE

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.

3. 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.
4. Attach long resolutions, reports or other supplementary material to the minutes as an appendix.
5. 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....

**E. Leadership Reports**

1. Summarize the reporting of school leadership.
2. Include the Report Name(s) - (Helpful Hint: throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda)

**F. Closing Remarks/Public Commentary**

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

[NAME OF ORGANIZATION/COMMITTEE]

Meeting Minutes  
February 10, 2010

**G. Agenda for Next Meeting**

List the items to be discussed at the next meeting.

**Adjournment:**

Meeting was adjourned at [time] by [Person]. Motion carried unanimously.

The next meeting will be at [time] on [date] in [location].

Minutes submitted by: [Type name here]

Approved by: [Type name here]