

Guidelines* for College/Departmental Meeting Minutes Loyola University New Orleans

These guidelines are provided as a suggested content and format for college and departmental minutes, and may be adapted to meet individual college and departmental needs.

MINUTES FORMAT AND CONTENTS

First Paragraph:

- Kind of meeting (regular, special, other)
- Name of group that is meeting
- Names of all present, absent, excused
- Date and time of meeting
- Place of meeting, if varies
- Fact that Chairman and Secretary were present or name of substitute
- Whether minutes of previous meeting were read and approved

Separate paragraph for each subject matter in order of agenda:

- Brief description of subject matter and name of presenter/s
- Discussion points/concerns raised for each topic. Not necessary to attribute to individuals. “There was discussion and these points were raised: (list points)”
- Items for future action/discussion and responsible person/s
- All main motions or motions to bring a main question again before the assembly stating
 - Name of mover
 - Wording which was adopted or disposed of
 - Disposition of motion (including amendments or motions)
 - Number of votes if count ordered or ballot vote
 - Names and votes if roll call vote

Last Paragraph:

- Hour of adjournment

Optional

- Secunder’s name
- Summary of Remarks of guest speakers

*Source: Jim Slaughter, JD, CPP-T, PRP and Robert’s Rules of Order Newly Revised 10th Edition