

PROGRAM GOVERNANCE

Task: Taking Parent Committee Meeting Minutes

Task	Person Responsible	Time Frame
<p>1. Designate a staff member to take minutes at the First Parent Committee Meeting. After electing officers, the Secretary should take minutes and/or designee</p>	Family Advocate	Before Each Meeting
<p>2. Give designated staff a copy of an agenda and template for Parent Committee Meeting Minutes and provide training on the following parliamentary rules for taking minutes.</p> <ul style="list-style-type: none"> • Record what is done at each meeting or create a picture for a reader. • Include the following in each set of minutes: <ul style="list-style-type: none"> ○ Name of the Center ○ Date ○ Time ○ Place meeting held ○ Type of Meeting (regular or called) ○ Name of presiding officer and secretary • Record the action taken on the previous month's minutes as either "approved as read" or "corrected and approved". • Include any committee reports in the minutes. • Record each motion, who made and seconded it, and the outcome, ie., approved, carried, or failed. • Record elections by listing the number of votes each nominee received and who was elected for each position. This step only happens on the first meeting or if replacement representatives have to be elected. • Include the time of adjournment in the minutes. • Close each set of minutes with the signature and title of the person who took the minutes 	Family Advocate	Before first meeting and each subsequent meeting
<p>3. Explain the following guidelines for correcting errors in previous meeting minutes. Utilize only if necessary.</p> <ul style="list-style-type: none"> • Draw a line through the mistake (do not erase). • Write the correction above or beside the mistake. • Initial beside the correction. • Write "approved as corrected" at the bottom of the last page and initial. 	Family Advocate	Before each meeting
<p>4. Record Parent Committee Meeting Minutes according to Step 2 and Step 3</p>	Designated Staff/ Secretary	During Meeting
<p>5. Read each set of minutes to ensure the parliamentary rules listed in Step 2 and Step 3 are followed.</p>	Family Advocate	Monthly
<p>6. File the original copy of each set of minutes in the Parent Committee Meeting Notebook. Post a copy of the minutes on the Parent Bulletin Board.</p>	Family Advocate	After each meeting