

How To Write an Agenda & Take Minutes

Student Senate for CA Community
Colleges
General Assembly 2021

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March 27, 2021

WHO IS THE AGENDA FOR?

Not for us!

The Brown Act requires the agenda
to be created and posted for

the public!!!!

Creating an Agenda

- WHO
- WHAT
- WHEN
- WHERE

Agenda Building Blocks

Top of agenda

WHO

Your group name

WHAT

Type of meeting

WHEN

Start and end time

WHERE

Physical and/or Virtual location with call in information

Agenda Building Blocks

Body of agenda

- Call to Order
- Roll Call
- **Adoption of Agenda**
- Adoption of Minutes
 - **Including dates**
- Public Comment
 - **Include time limits**
- Guests
 - **Presentations? Or members of the public?**

Agenda Building Blocks

Body of agenda

- **UNFINISHED BUSINESS & NEW BUSINESS**
 - **Per Brown Act:**
 - Description of topic
 - Approximately 20 words (Brown Act)
 - Discussion or Action
 - Highest Monetary Amount

Agenda Building Blocks

Body of agenda

Example:

The board will discuss the Spring picnic.

Brown Act Compliant agenda item:

The Board will discuss and take possible action on the Spring Picnic with a budget not to exceed \$10,000.

Meeting noise



Meeting Minutes vs. Meeting Notes

Meeting Notes

- Who said what
- Events
- Report details

Meeting Minutes

- ACTION
- Decisions
- Critical report information

Scenario 1

Mary moves the Senate approves \$10,000 for the upcoming End of Year picnic. Lorenzo seconds the motion.

Gary says the picnic will have enough food for 100 people.

Sally says the picnic is too expensive.

Lorenzo says he wants cake to be included.

Mai says the decorations should be the school colors.

The motion passes unanimously.

WHAT GOES IN THE MINUTES?

The minutes will read:

Mary moved to spend \$10,000 on the End of Year picnic. Seconded. Passed unanimously.

Scenario 2:

Under the Reports section of the agenda, the Activities Chair said planning for the End of Year picnic was ongoing and needs more people to help with the event.

The Budget Committee Chair reported all bills have been paid.

The Public Relations Committee Chair says advertising for the picnic will go in the school newspaper and flyers will be made for social media.

WHAT GOES IN THE MINUTES?

The minutes will read:

Reports were received from the Activities Committee, Budget Committee, and the Public Relations Committee.

Acronyms are not your friend!

The SS will discuss using SRF funds in the amount of \$1,000 to attend the SSCCC GA.

Brown Act compliant agenda item:

The Student Senate shall discuss and take possible action on spending up to \$1,000 of the student representation fee to attend the Student Senate for CA Community Colleges General Assembly.

Discussion or Action?

The Student Senate shall discuss spending \$10,000 for the End of Year Picnic.

OR

The Student Senate shall discuss and take possible action on spending \$10,000 for the End of Year Picnic.

First Paragraph

- 1) The kind of meeting: regular, special, etc.
- 2) The name of the society or assembly;
- 3) The date, time, and place of the meeting
- 4) Who was present (board members)
- 5) Was quorum established?
- 6) If minutes from the previous meeting were adopted

FOLLOW THE AGENDA

Body of the Minutes

INCLUDE:

- All Main Motions
 - and all motions to bring a main question before the assembly
- The EXACT WORDING of the motion
- All amendments
- The VOTE
 - Every person's vote MUST be accounted for (Brown Act)

Body of Minutes, continued

INCLUDE:

- SECONDARY motions that were not lost or withdrawn
Recess, Fix the Time to Which to Adjourn,
Suspend the Rules, Request to Be Excused from a Duty
- All notices of motions (previous notice of motions)
- All Points of Order and Appeals
 - Including the reasons given by the chair for their ruling

Last Paragraph

- The time adjourned
- Signature of person taking the minutes, usually the Secretary

Questions?

Comments?