Minutes of the Search & Screen Committee for (position & number)

[insert date]

Indicate who is present (if people come in late or leave early, record time—this could be important to noting quorums and votes)

Present: [alpha list of members—you may put in first and last names to help people get to know each other, but you could use last names only, if preferred]

Absent: [list committee members, alpha order who are not in attendance; committee will have to determine if they want to indicate if it is to be listed as an absence, excused absence or unexcused absence (did not call in); listing present and absent only is recommended.

Guests: [If ex officio members are present (AAO, HR) you should list them as ex offico members present; special guests might include the Chancellor or someone you have invited for special input; unlikely but possible]

Observers: [this could be reporters, campus members, etc. who are present during open meetings but not invited and not participating]

NOTE: minutes should be sent to all voting members and the ex officio members of the committee

Indicate start time and who called the meeting to order; usually the chair:
The meeting was called to order by [chair] at [time] in [location].

Indicate the major actions/decisions in summary form:
[votes, decisions, etc. summarized here, with person moving and seconding motion being listed along with vote count]

Do NOT include applicant names, nor strengths and weaknesses of applicants in the minutes. You may refer to applicants by a number, if needed.

Indicate next meeting—this will be helpful to members:
The next meeting will be [date, time, location]

Indicate adjournment:
The meeting was adjourned at [time] by [chair].

Attach copies of approved documents (like procedures)

When you go into closed session use this format (this CAN ONLY occur if going into closed session was announced in the open meeting notice):

Motion made, seconded and passed to convene in closed session for the purpose of considering personal history information as provided in Section 19.85(1)(f) of Wisconsin Statutes:

YES: [#] recorded  [list committee members' names voting to convene in closed session]
NO: [#] recorded  [list committee members' names voting not to convene in closed session]

Indicate Recorder at bottom of page:
Your name, Recorder

Minutes approval or minutes revised:
If minutes were approved at next meeting, note that on the minutes and sign them. If minutes were changed that was reflected in the minutes, then signed; and changes noted in meeting at which the changes were made.