

## S&S Meeting Minutes Guideline

### 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 officio 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.