

COMMITTEE MINUTES

Format and Distribution

All standing committees and task force groups are requested to record minutes according to a consistent format for the university. The following format is suggested to use as a guide.

SAMPLE

Eastern Mennonite University (name of committee) (date) (#)	President Provost Archives
Present: (list full names of all persons present) Absent: (list full names of regular committee members absent)	
1. Prayer: _____	
2. Statement of Agenda Item	
Briefly describe the item or issue discussed giving sufficient background information.	
If a motion is made, seconded, and passed, it should be recorded as an action.	
Action I: That _____	
3. Adjournment (time)	
4. Date and time of next meeting	
(Full Name) Recorder	

Record the minutes of each meeting on a new sheet. All minutes should be numbered consecutively, beginning with #1 for the first meeting after July 1, the beginning of the fiscal year. Register in the upper right-hand corner initials of those persons receiving minutes. Once it has been approved, mark 'Approved' in the header and save in a pdf format.

Post approved minutes on the appropriate website, z:/drive or google drive. Email to the president and provost offices and to archives (archives@emu.edu). Internal office copies can be sent as requested. If two committees meet jointly, the archives should receive two copies of the minutes, inasmuch as a separate file is kept for each committee.