

## Geisel Faculty Council – Standard Operating Procedures

### I. Meeting Minutes – Production and Distribution

- a) **Content of the Minutes** - Guidelines from Robert's Rules, 12<sup>th</sup> edition
- Minutes reflect “what was done, not what was said” by the members AT the meeting
  - Name/subject of guest speaker is given; “no effort to summarize remarks” but ...  
    *If report “of great importance”, a copy in full is attached to minutes*
  - The minutes must never reflect the secretary's (recorder's) opinion – only factual info
  - RR is silent on guidelines for review of minutes by visiting guests

b) **Production of the Minutes**

- Minutes constructed from taped meetings and transcribed
- Desire sufficient detail in minutes to inform faculty constituents of proceedings
- Reviewed by Chair of GFC and embellished/augmented from Chair notes
- SC review draft GFC meeting minutes from Chair – edits recommended
- GFC reviews/approves minutes at next monthly meeting
- Approved minutes distributed to general faculty 7-10 days after GFC meeting

c) **Guest policy**

- At time of invitation, request to distribute pdf of any presentations w/minutes
- Informed at invitation that meeting is recorded; may contain verbatim remarks
- If any questions of accuracy, guest will be asked to review minutes - 5 day TAT
  - i. Guest should make edits of factual substance
  - ii. Guest may suggest edits of form and style
  - iii. Guest may not include information not presented at meeting

Adopted by GFC Steering Committee 2021.11.8

Attendance: Barr, Dinulos, Foster-Johnson, Huizenga, Schaner, Wang, Pellegrini

Absent: Christensen – approved thereafter in absentia