

## Meeting Minutes According to Robert's Rules

By C. Alan Jennings, PRP from Robert's Rules For Dummies, 2nd Edition

Minutes are important because they're the only surviving record of what was said and done at the meeting. They can be dry and boring. In fact, it's probably a good sign if they are! Most importantly, they need to be informative and easy to navigate for whatever the reader needs to know six months from now.

When you call a parliamentarian and ask for help, he's going to want to see the minutes, and he's going to need to find something important — maybe the exact words of a bylaw amendment that was officially adopted, or a tellers' report that furnishes details on the vote tally. Simple organization of the facts and use of unpretentious language are the best attributes you can give your minutes.

You want your minutes to be readable, but you must be precise in the information you give. Your minutes provide the record of the action taken at the meeting, so they need to clearly memorialize the facts.

### Composing your meeting's minutes

To save you time and unnecessary work, Robert's Rules spells out exactly what needs to go into your minutes.

The first paragraph needs to include this information:

- The kind of meeting (regular, special, annual, adjourned regular, adjourned special, and so forth)
- The name of the organization
- The date, time, and location of the meeting (don't list the location if it's always the same)
- A statement confirming that your organization's regular presiding officer and secretary are present (or giving the names of the persons substituting for them)
- A mention of whether the previous meeting's minutes were read and approved (and the date of that meeting, if it wasn't a regular meeting)

Corrections to minutes are noted in the minutes being corrected; they're not detailed in the minutes of the meeting at which the corrections were adopted. (The minutes of the meeting at which corrections were made should merely state that minutes of the previous meeting were approved as corrected.)

The body portion of the minutes needs to include this info:

- All main motions (except ones that are withdrawn), along with the name of the member making the motion (but not the name of the person who seconded the motion).
- Motions bringing a question again before the body (except for ones that are withdrawn).
- The final wording of the motions, either as adopted or as disposed of. If it's appropriate to include mention of debate or amendment, you can note these items parenthetically.
- The disposition of the motion — including any adhering amendments — if it's only temporarily disposed of.
- Information about the vote.
  - **Counted vote.**
  - **Roll-call vote.**
  - **Ballot vote.**
- Secondary motions not lost or withdrawn, where necessary for clarity (example motions include *Recess*, *Fix Time to Which to Adjourn*, *Suspend the Rules*, *Postpone to a Particular Time*, *Ballot Vote Ordered*, and so on). Allude to the adoption of secondary motions by saying, "A ballot vote having been ordered, the tellers. . . ."
- Notices of motions.
- The fact that an assembly went into quasi-committee or committee of the whole, and the committee's report.

- All points of order and appeals and their subsequent dispositions, with reasons given by the chair for the ruling. (Rulings often establish precedent, so a careful record here is important.)
- The full text of any report that the assembly orders to be entered into the minutes. This situation doesn't happen often because a reference to a written report is usually sufficient for the record.
- Any of the juicy and disorderly words that a member has said that get him "named" by the chair for being disorderly.

The last paragraph of your minutes needs to include the hour of adjournment. And that's it! Well, except for the following additional notes to keep in mind when finalizing your minutes:

- The proceedings of a committee of the whole aren't included in the minutes, but you do need to include the fact that the move into committee occurred and also include the report of the committee.
- When a question is considered informally, the same information should be recorded as in regular rules. Informality is permitted only in allowing additional opportunities to debate.
- The full text of any report is included in the minutes only if the assembly so orders.
- Record the name of any guest speaker and the subject of presentation, but make no summary of the speaker's remarks.

## Signing the minutes

Minutes are to be signed by the secretary and, if customary, may also be signed by the president. Minutes are your group's legal record of its proceedings, and the secretary's signature establishes evidence of the original document's authenticity.

## Approving the minutes

The minutes of one meeting are normally approved at the next regular meeting, following the call to order and opening ceremonies.

If the meeting is an adjourned meeting, you approve the minutes of your previous meeting (the meeting that established the adjourned meeting) before taking up business where you left off in that meeting. Also, the minutes of the adjourned meeting need to be approved at the next adjourned or regular meeting.

\* Minutes drafted ahead of time aren't the official minutes until the members approve them. Because changes may be made in the minutes before they're approved, it's good practice for the secretary to note somewhere on the distribution copy that it's a "draft for approval."

When minutes are approved, the secretary annotates the original file copy with any corrections in the margin or retypes the minutes to include the corrections. The secretary then writes "Approved" on the minutes and adds both his initials and the date to the record.



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## **Audit Committee Meeting**

### **Minutes**

Date: September 16, 2020  
Time: 3:30 pm  
Location: Council Chambers - members participating remotely

Members Present: Paul Sharman (Chair), Lisa Kearns (Vice Chair), Phillip Chisulo, Etienne Durafour, Mathew Moore, Angelo Bentivegna, Mayor Marianne Meed Ward

Member Regrets: Aaron Mendaglio

Staff Present: Tim Commisso, Joan Ford, Sheila Jones, Michelle Moore, Sandy O'Reilly, Christine Swenor, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk)

**1. Declarations of Interest:**

None.

**2. Delegation(s):**

2.1 Trevor Ferguson, Partner and Lilian Cheung, Senior Manager of Deloitte LLP spoke regarding the external audit results for 2019 (F-20-20)

**3. Consent Items:**

None.

**4. Regular Items:**

4.1 External audit results for the external audit for 2019 (F-20-20)

Moved by: Phillip Chisulo

Receive and file finance department report F-20-20 presenting information on the external audit results for 2019.

from: **Dave and Anne Marsden** <anneandave@gmail.com>  
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date: 21 Sep 2020, 14:37

subject: DELEGATIONS AT STATUTORY  
PUBLIC MEETINGS

mailed- gmail.com  
by:

DELEGATIONS AT STATUTORY PUBLIC MEETINGS

Inbox



**Dave and Anne Marsden** <anneandave@gmail.com>

Mon, 21  
Sep, 14:37

Attached please find comments that were posted on the Burlington Gazette today which raise questions on the agenda of the September 22, 2020 failing to notify the public that they can register at the meeting. Mr. Arjoon can you please confirm whether we can or cannot register to delegate at the September 22, 2020 6:30 pm. public meeting on agenda item 2.1 and that Chair Stolte will provide an opportunity to register by phone and e-mail during the live webcast virtual meeting prior to end of business day today.

Respectfully,

Anne and Dave Marsden  
Pro Bono Community Health, Safety and Access Advocates  
308-1425 Ghent Avenue  
Burlington, Ontario L7S 1X5  
905-467-2860  
[anneandave@gmail.com](mailto:anneandave@gmail.com)  
[marsdens.ca](http://marsdens.ca)

5/14

This is Exhibit "A"  
to the Affidavit of Ann Marsden  
sworn before me, this 22nd day of  
September, 2020

\_\_\_\_\_  
A Commissioner, etc.

~~Kenneth James Audziss, a Commissioner, etc.,  
Province of Ontario, for the Constituency  
Office of Jane McKenna, M.P.P.  
Expires October 11, 2022.~~

*P.T.*

Peter Robert Turkington, a Commissioner, etc.,  
Province of Ontario, for the Constituency  
Office of Jane McKenna, M.P.P.  
Expires October 11, 2022.

*P. Turkington*

6/14

from: **Dave and Anne Marsden** <anneandave@gmail.com>  
to: "Arjoon, Kevin" <Kevin.Arjoon@burlington.ca>, shawna.stolte@burlington.ca, Marianne Meed Ward <Marianne.Meedward@burlington.ca>, Angelo.Bentivegna@burlington.ca, "Kearns, Lisa" <Lisa.Kearns@burlington.ca>, "Nisan, Rory" <roly.nisan@burlington.ca>, kelvin.galbraith@burlington.ca, paul.sharman@burlington.ca, clerks@burlington.ca

date: 21 Sep 2020, 14:37

subject: **DELEGATIONS AT STATUTORY PUBLIC MEETINGS**

mailed- gmail.com  
by:

**DELEGATIONS AT STATUTORY PUBLIC MEETINGS**



**Dave and Anne Marsden** <anneandave@gmail.com>

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**Community Planning, Regulation and Mobility Committee-Public Meeting  
Agenda**

**Date:** September 22, 2020  
**Time:** 6:30 p.m.  
**Location:** Council Chambers - members participating remotely

**1. Declarations of Interest:**

**2. Statutory Public Meetings:**

Statutory public meetings are held to present planning applications in a public forum as required by the Planning Act.

- 2.1 Statutory public meeting and recommendation report for a zoning by-law amendment for 961 & 970 Zelco Drive and 4425 South Service Road (PL-50-20)

**3. Delegation(s):**

Due to COVID-19 this meeting will be conducted virtually. Only the chair of the meeting, along with a clerk and audio/visual technician, will be in council chambers, with all other staff, members of council and delegations participating in the meeting remotely. The meeting will be live webcasted, as usual, and archived on the city website.

Requests to delegate to this virtual meeting can be made by completing the online delegation registration form at [www.burlington.ca/delegate](http://www.burlington.ca/delegate) by submitting a written request by email to the Clerks Department at [clerks@burlington.ca](mailto:clerks@burlington.ca) by noon the day before the meeting is to be held. All requests to delegate must contain a copy of the delegate's intended remarks which will be circulated to all members of committee in advance as a backup should any technology issues occur.

If you do not wish to delegate, but would like to submit feedback, please email your comments to [clerks@burlington.ca](mailto:clerks@burlington.ca). Your comments will be circulated to committee members in advance of the meeting and will be attached to the minutes, forming part of the public record.

**4. Consent Items:**

Reports of a routine nature, which are not expected to require discussion and/or debate. Staff may not be in attendance to respond to queries on items contained in the Consent Agenda.

8/14

5. **Regular Items:**

5.1 Submission on Region of Halton's Official Plan Discussion Papers (PL-28-20)

Note: Appendix C will be distributed under separate cover

6. **Confidential Items:**

Confidential reports may require a closed meeting in accordance with the Municipal Act, 2001. Meeting attendees may be required to leave during the discussion.

7. **Procedural Motions:**

8. **Information Items:**

9. **Staff Remarks:**

10. **Committee Remarks:**

11. **Adjournment:**

12/14

# 1 comment to City Clerk doubles down on Council members who talk too much

• Anne and David Marsden

Your comment is awaiting moderation.

September 21, 2020 at 13:27 pm · Reply

There are still some leftovers from the previous Clerk that have yet to be addressed by the current Clerk including non-compliance with legislation with setting of meetings and Council/Committee's insistence on delegation notes being in the hands of Council by noon the day before the meeting including for Statutory Public meetings.

A review of the Mayor's Calendar published at 10:46 a.m. on Better Burlington today shows there is a statutory public meeting on September 22, 2020 at 6:30 p.m. Reviewing the agenda we see the following requirements:

1. delegations to this public meeting MUST register by noon the day before which happens to be today September 21, 2020 for the meeting in question and
2. submit their delegation notes at the same time as they register to delegate.

There is no notice to the Burlington community included in this Agenda that Statutory Planning meetings permit registration during the meeting to speak which does not require delegation notes to be in the hands of Committee ahead of time.

The archived virtual Planning Meeting we recently watched allowed delegations to register at the end of the discussions and Committee took a 10 minute break to ensure those watching the live session could make a delegation as we understand is required by the Planning Act (If it wasn't a requirement we don't think this would have been allowed in the past). An example of this occurring is a January 2020 statutory public meeting where we registered at the meeting to speak in order to protect our ability to appeal on a jurisdiction issue.

There is also no notice on the September 22, 2020 agenda that written submissions and registration to speak allow an appeal to LPAT.

While we have found our new Clerk much more responsive to issues than the last Clerk there are still some very disturbing matters with the Clerk's office that have been identified by our legislation compliance audits that have not been addressed since he came on board. One of them being a serious jurisdiction issue that is presently at LPAT.

A copy of this comment will be forwarded to the Clerk and the Chair of the September 22, 2020 Committee meeting to ensure the accuracy of our position that Burlington community members can register to speak at the meeting to be held on September 22, 2020 at 6:30 p.m. If this is the case, as we believe it to be, attention needs to be drawn to this through multiple means including Better Burlington, the City Calendar website, CHCH News, local radio stations and Cogeco.