

Delegate Policy Committee Meeting Minutes

(Hot Sheet)

CF/P-12 Revised 11/03

(optional)

Minutes (or a brief description) of each policy committee or subcommittee meeting (e.g., officer training), and parent education meeting must be documented.

1. The committee secretary or other parent volunteer should take minutes. Extra sheets may be used as necessary.
2. It is not necessary to type minutes.
3. The secretary should be sure to note all motions made (first; second) and results of vote and note any other decisions/actions the group decides to take.

Minutes should include highlights of staff reports. (Note: staff might wish to say to the group, "For the record, please include _____ in the minutes.")

Reports on and discussion of "progress toward local goals" should be included.

4. Copies of reports or handouts distributed at the meeting should be attached to the minutes.
5. The secretary must sign the minutes.
6. After the meeting, the minutes are translated, if needed.
7. Attach the sign-in sheet and submit the white copy to the delegate office within one week after the meeting.
8. Staff copies and mails the minutes to committee members and centers.
9. At each center, the minutes (and any translations) are posted on the parent bulletin board.