

MINUTING POLICY

a. *Necessary Information and Attendance*

i. All minutes must specify:

1. The time and location of a meeting.

2. The attendance of every Member obliged to attend the meeting ('Present').

3. The attendance of every Member observing or attending voluntarily ('Attending').

ii. The record of attendance shall list all Members according to the following:

1. If a position is held which is specified or referenced in Standing Order D1 is held, by highest position held in the form **The Position** (Name Surname, *Membership Institution*).

2. If a position is held which is not specified or referenced in Standing Order D1, in the form **The Position** (Name Surname, *Membership Institution*).

3. If no position is held, in the form **Name Surname** (Ordinary Member, *Membership Institution*).

4. If holding a lower position than the highest previously held which is specified or referenced in Standing Order D1, by current position with highest listed after in the form **The Current Position cum Ex-Position** (Name Surname, *Membership Institution*).

b. *Referencing*

i. In the rest of the minutes, Members should be referred to by the position they hold (**The Position**) without the information in brackets unless the identity of the individual contributing would otherwise be ambiguous, such as in the case of Ordinary Members or Elected Members of a Committee.

- ii. The name and college affiliation of a Member should be specified by a Member to the Committee Secretary, and should be used consistently across the Society.
- iii. Where a Member has not specified a college, the Committee Secretary shall instead use the College or Institution of the Member as shown on their Membership Card.

c. *Order and Presentation of Business*

i. The order of business shall be the following:

- 1. Present:
- 2. Attending:
- 3. Apologies:
- 4. Absences: (*Those not present who have not sent their apologies in advance*)
- 5. Ratification of draft minutes:
- 6. Changes to the composition of the committee:
- 7. Matters arising from previous minutes:
- 8. Business of the Members:
- 9. Any Other business:
- 10. Details of the next meeting:
- 11. Actions for Members of the Committee:
- 12. Signed:
 - [signature]
 - Name Surname**
 - Position of Committee Secretary
 - Membership Institution in English or Latin*

ii. The Order of individuals to present business shall be the following, as best as can be applied to all committees and only where such individuals are entitled to bring business:

- 1. The Chair
- 2. The Committee Secretary in their capacity as Secretary only
- 3. The President if not Chair
- 4. The Senior Librarian
- 5. The Senior Treasurer
- 6. The President-Elect
- 7. The Librarian
- 8. The Librarian-Elect
- 9. The Treasurer
- 10. The Treasurer-Elect
- 11. Any Ex-Officers who are Voting Members of the Committee
- 12. The Returning Officer
- 13. The Chair of Consultative Committee
- 14. The Elected Members of Standing Committee, in order of Election
- 15. The Chair of Debate Selection Committee
- 16. The Senior Appointed Officers
- 17. The Elected Members of Secretaries Committee

18. Junior Appointed Officers
19. The Bursar
20. The Access Officers

d. *The content of business*

- i. At meetings of Standing Committee, Consultative Committee, Finance Committee and any other meeting with specified voting and attending members, every Voting Member, Non-Voting member, and Member Attending as required by the Rules must have their business presented and questions put to them specified in the minutes, in the form 'Business of The Position' and 'Questions to The Position' .
- ii. This shall be the case regardless of whether or not they are present and whether any business was stated or questions asked.
- iii. For the minutes of other committees, the individuals who are necessarily minuted in this manner are up to the discretion of the committee but with the exception of the Committee Chair, and Committee Secretary presenting business in that role, should always be listed in order of positions held on Standing Order D1.
- iv. The minutes must succinctly summarise the discussion had of each issue or piece of business, attributing comments to individuals according to (b)(i) where necessary.
- v. The minutes must record what action or conclusion was agreed or approved. If no action or conclusion was agreed or approved, that must be recorded instead

e. *Action Items*

i. At the end of the minutes, the Secretary must write the list of action items which Members of the Committee have agreed to execute. These should use a 'tag' system. For example:

1. **The President:**

- a. P1 (Present specified proposals to specified individuals for comment);
- b. P2 (Work with **The Position** to plan for specified event).

2. **The Treasurer:**

- a. T1 (Present specified proposals to specified individuals for comment);
- b. T2 (Work with **The Position** to plan for specified event).

- ii. These tags and their Action Items should be transferred to a Committee spreadsheet, and the entire list of Action Items should be copied into 'Matters Arising' for the next meeting, alongside outstanding previous Action Items from earlier meetings.
- iii. Tasks will hold their tag designations until the end of term, at which point a list of all tasks (extant and discharged) must be drawn up by the committee secretary and circulated to the committee.
- iv. Only when the Committee determines that an item has been executed shall it be removed from the Matters Arising section of the minutes.
- v. The Spreadsheet must be labelled and printed at the end of the term and a copy given to the Librarian-in-Charge for archiving and future reference.

f. *Motions*

i. When a Member moves that a motion be passed, the minutes must specify:

1. Who seconds the motion
2. Whether there is a speaker in opposition and then a vote or and whether the motion passes *nem. con.*
3. The result of a vote, if taken.

g. *Other Conventions*

i. The following conventions must be followed:

1. The first time The Oxford Union Society is mentioned in the minutes, it must be referred to by its full name as listed in Rule 1. Thenceforth it can be referred to by that name or as 'The Oxford Union', 'The Union', or 'The Society' at the discretion of the Committee Secretary.
2. College names should always be italicised.
3. In the headings for a Member's business, they should be identified by their position in bold.
4. All headings in (c)(i) above must be bold and underlined.
5. Any non-English words or phrases must be italicised.

6. The times when Members enter or exit the room must be recorded and italicised.
7. Dates must be recorded in the day-month-year format with the name of the month written out.
8. All times must be given in 24 hour clock format with a stated time zone, i.e. 16:00 GMT.
9. British English spellings must be used at all times.
10. Single quotation marks must be used if quoting direct speech or a quotation.
11. Numbers between one and ten must be spelt out.

h. *Accessibility*

i. Committee Secretaries must also produce an accessible copy of the minutes, if asked to do so by any Member.

i. *Production of Minutes*

i. Notwithstanding the provisions of Rule 23, draft *ex camera* minutes shall be circulated to Members of a committee weekly.

- ii. Notwithstanding the provisions of Rule 23, at the end of the term the Committee Secretary must give the Returning Officer hard copies of all ratified *ex camera* and *in camera* minutes which shall be used to ensure the minute books are up to date.

j. *Miscellaneous*

i. The provisions of this policy shall not apply to the minutes of Audit Committee.

- ii. The provisions of this policy shall not apply to the minutes of Debate Selection Committee.