

Name of School
SAC Minutes - _____ (Date) _____.

Attendance:

List members and attendees.

Call to Order:

A meeting of the _____ (name of school) School Advisory Council was held in the _____ (place of meeting) on _____ date .
Chair _____ name _____ called the meeting to order at _____ time . _____ Name _____ will record minutes for this meeting.

Minutes:

_____(Name)_____ motions to approve the minutes of _____ (date) _____, with the following corrections _____ (detail the corrections) _____ .
Motion outcome. Note: nothing is ever erased from the minutes. Corrections are made in the margin and initialed. If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. When minutes are approved, the word approved and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that says "approval date". To correct minutes previously approved require a 2/3 vote ([Roberts Rules](#)). Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

Old Business: Guidelines for Minutes guides regarding Sunshine Laws

1. Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. ([AGO 73-264](#))
2. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in [Section 286.011, Florida Statutes](#)., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
3. "Section. 286.011(2), F.S, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

New Business: How to Write Meeting Minutes

1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as:
 - a. type of meeting,
 - b. name of the organization,
 - c. date, time, and venue,
 - d. names of those in attendance, and
 - e. main topics and the time of adjournment.
2. Minutes should include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is *done*, not what is *said*. Do not reflect personal opinions about anything that is said or done.
3. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
4. Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion pursuant to [Robert's Rules](#). (Individual societies may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (i.e., by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote. The SAC may wish to use *motion forms* to ensure accurate wording of all motions. Refer

