

## **Current AP Policy Regarding Preparation of AP Minutes**

January 29, 2015

The Advisory Panel (AP) minutes provide a voting record of the meeting of the AP, as well as rationale for the AP's actions. As such, it is important the AP minutes provide an accurate picture of the agenda items considered and discussed by the AP at the meeting. The following guidelines are intended to guide the AP in preparation of their minutes.

- The vice chair(s) of the AP, with assistance from the AP's Council staff, and approval of the Chair, have primary responsibility for keeping records of AP motions.
- The AP minutes will include any motions that are passed by a majority vote, including any amendments made.
- The AP minutes will also include any motions that fail on a close call vote. Determination of whether a vote qualifies as a "close call" will be made by the Chair.
- The AP minutes will include the result of votes taken (for-against-abstentions)
- The AP minutes will include rationale for motions that are passed in the form of bullet points. For "close call" votes, the AP minutes will include rationale both for and against the motion.
- Minority reports may be included in the minutes if signed by 3 members who voted in the minority.
- Minority reports are included in the written AP minutes in *italicized* print, but are not read into the record during the oral report to the Council.
- Rationale points and minority reports will be of a length and complexity appropriate to that of the underlying motion. In most cases this will consist of a few rationale points or paragraphs, but more complex motions may justify more extensive rationale points and/or minority reports. Final determination as to the appropriate length lies with the Chair in consultation with the vice chair(s).
- Only matters discussed at the AP table in the course of the meeting will be included in the minutes, including rationale points and minority reports.
- AP members are responsible for providing the text of any motions they make. Motions which are not contained in written materials available in the Council documents, or complex in nature (e.g. longer than a couple of sentences) should be provided in writing to the AP either on paper or to be projected on the screen.
- AP members should provide rationale in support of motions they make to the AP vice-chair(s) after a vote on the motion has been taken. AP vice chair(s) may provide rationale as practicable when rationale is not provided by the maker of the motion.
- AP minutes will be circulated for review by AP members periodically throughout the AP meeting to ensure that minutes are ready in a timely manner for consideration by the Council as they consider each agenda item. AP members are expected to review the minutes as they are distributed. Any edits or changes should be noted to the vice chair(s) and/or AP Council staff. Any changes of a substantive manner will be discussed by the AP as a whole before such changes are made.
- Until the AP minutes for a particular agenda item have been approved by the AP Chair for distribution to the Council, they are not to be distributed to members of the public.
- The AP Chair has responsibility for final editing of the AP minutes. The Chair may edit the minutes to ensure it accurately reflects the actions of the AP, noting that any substantive changes require approval by the AP as a whole.