**GSGA40-A03**

**An Act to Clarify Parliamentary Procedure**

**Summary:** Under Robert’s Rules of Order, minutes are a record of what was done at a meeting, not a record of what was said. This has caused confusion in the 39th assembly over what form the minutes should take. This act reinforces Robert’s Rules of Order by explicitly including this rule in the bylaws.

**FOR THE PURPOSE OF** clarifying the purpose and format of meeting minutes, and rules regarding recordings and transcripts

**BY AMENDING THE GSG BYLAWS AS FOLLOWS, DELETIONS UNDERLINED, ADDITIONS IN ITALICS:**

*2.7. Meeting Minutes, Transcripts and Recordings*

*2.7.A. Minutes of each Assembly Meeting will be taken by a note taker who is present at the Assembly meeting.*

*2.7.B. Under Robert’s Rules of Order, not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said.[[1]](#footnote-1)*

*2.7.C. If corrections or clarification to minutes are made at the meeting when those minutes are originally submitted for approval, such changes are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected," without specifying what the correction was.[[2]](#footnote-2)*

*2.7.D. The note taker may request to record the meeting to assist in the preparation of the minutes. This recording may only be made in compliance with State law. This recording may only be used by the note taker and must be destroyed once the associated minutes are approved by the assembly.*

*2.7.E. If a meeting of the assembly is streamed on the internet through a service that records the meeting, the recording must be removed from the service, following the timeline set forth in 2.7.D.*

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**Date and Time of Submission:** July 1, 2020

**Date of Presentation:** October 16, 2020

**Action(s) Taken:**

VETOED

Decision of GSG President



October 30, 2020

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Signature of GSG President Date

1. RONR (11th ed.), p. 468, ll. 16-18 [↑](#footnote-ref-1)
2. RONR (11th ed.), p. 469, ll. 4-8; p. 475, ll. 18-24 [↑](#footnote-ref-2)