

# ADMINISTRATIVE UNIFORMITY COMMITTEE (AUC) POLICIES AND PROCEDURES

## **1- POLICY #**

005

## **2- Policy Title**

Minute Taking

## **3- Next Review Due Date**

2015

## **4- Review Responsibility**

AUC Executive Committee

## **5- Purpose**

This policy and procedure documents the process that will be followed to record minutes at all AUC meetings.

## **6- Organizational Scope**

This policy and procedure applies to all AUC meetings.

## **7- Policy Statement**

**7.1** Every AUC meeting will have meeting minutes in addition to work products.

**7.2** Final meeting minutes will be posted to the AUC website within 3 days of final approval.

## **8- Definitions**

N/A

## **9 - Procedure**

**9.1** Co-chairs are responsible to ensure that meeting minutes are taken for each meeting. Co-chairs may delegate or rotate responsibility for taking minutes through TAG.

**9.1.1** Minutes are not required to include attendees. That information is gathered on the attendance roster.

**9.1.2** Minutes should include:

- topics discussed and action items
- controversial issues
- voting outcomes
- meeting date and time
- location, date and time of next meeting
- any known agenda items for the next meeting

**9.2** Draft TAG/WG minutes may be distributed to AUC TAG/WG members to solicit feedback via email or may be distributed with the meeting materials for the next meeting and voted on at that meeting.

**9.2.1** Meeting minutes should be sent to MDH 2-3 days prior to the next meeting so they can be posted to the AUC website.

**9.3** Co-chairs will send the approved minutes to MDH at the AUC email box at [health.auc@state.mn.us](mailto:health.auc@state.mn.us).

**9.4** MDH will post the minutes for all committees, TAGs and WGs.

**9.5** Interested parties may obtain minutes for TAGs and WGs via the AUC website once they are posted.

**10- Next Review Due Date**

2015

**11- Approved By/Date of approval**

AUC Operations Committee/September 2, 2014

**12- Review Responsibility**

AUC Executive Committee