

POLICIES AND PROCEDURES

Administrative Uniformity Committee (AUC)

1. Policy

005

2. Policy Title

Minute Taking

3. Purpose

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

4. Organizational Scope

This policy and procedure applies to all AUC meetings.

5. Policy Statement

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

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

6. Definitions

N/A

7. Procedure

7.1 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.

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

7.1.2 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

7.2 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.

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

7.3 Co-chairs will send the approved minutes to MDH at the AUC email box at health.auc@state.mn.us.

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

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

8. **Review Responsibility** - AUC Executive Committee

9. **Approved By** - AUC Operations Committee

10. **Date of Approval** - September 2, 2014

11. **Next Review Due Date** - 2015