

CUPE BC Committees | Recording Secretary Guide

Purpose

This document has been prepared as a resource for Recording Secretaries appointed to CUPE BC Committees. It outlines:

1. Roles and Responsibilities
2. Definitions and Procedures
3. Motions
4. Minute Taking Instructions
5. Report to the Executive Board
6. Recommendations to the Executive Board
7. Committee Budget Requests
8. Document Submissions
9. Committee Correspondence
10. Administrative Staff Support

This document is also to be referred to in accompaniment with:

- Bourinot's Rules of Order Guide
- CUPE BC Committee Minutes Style Guide
- Committee Meeting Minutes Template
- Report to Executive Board Template
- Committee Budget Guide
- Committee Budget Application Form

Roles and Responsibilities

The primary role of the Recording Secretary is to capture **minutes** during committee meetings.

At the start of each meeting, the Recording Secretary is responsible for **capturing attendance** and advising the Committee Chair whether the meeting has reached **quorum** (i.e., minimum 50% attendance).

In collaboration with Committee Chairs, the Recording Secretary also drafts the following documentation on behalf of the committee:

1. Committee Reports to the Executive Board
2. Committee Recommendations to the Executive Board (via minutes)
3. Committee Budget Applications
4. Committee Action Plan Report

After each meeting, the Recording Secretary submits drafts of all meeting documents to the Division Office. Final copies of all committee material are then proofed, bugged, and distributed to Committee members from the Division office by MoveUP staff.

Definitions and Procedures

Committee Chairs conduct CUPE BC Committee meetings using **Bourinot's Rules of Order**, which outline procedures for voting, debate, and discussion. The Chair is impartial and may not participate in debates or votes.

The **Agenda** is the order of business for the meeting. It describes the items for consideration and outlines the order in which they will be discussed.

The Agenda should contain a "New Business" bullet, under which committee members may bring forward any announcements or other items that were not captured elsewhere in the Agenda.

Motions

The Agenda will also contain proposed action items – **motions** – that need to be discussed and voted upon by the Committee members.

The two main types of motions are:

1. **Procedural Motions** – Motions that propose procedures for considering other motions (i.e., Motion to Table, to Divide the Question, to Put the Question, to Adjourn, to Amend, etc.)
2. **Substantive Motions** – An important motion, or one containing a number of considerations. Substantive motions should be prepared in writing and submitted to the Committee Chair and Division staff, ideally prior to the start of the meeting.

Committee Chairs begin each meeting by moving two **motions**: one to adopt the **Agenda** and another to adopt the **Minutes** from the previous committee meeting. Both motions must be **moved** and then **seconded** by a different committee member before the meeting can proceed.

Below are examples of other motions which commonly arise during committee meetings:

- If a committee member wishes to make changes or additions to the agenda, the member may propose a motion to **amend the agenda**. Additions can be recorded in the minutes as amending the agenda to add item under “New Business”.
- Likewise, one can propose a motion to **amend the previous meeting minutes**.
- If one wishes to change the language in a motion, one can move to **amend the motion** and propose alternate language.
- If one feels more discussion is required before voting on a motion, one can **move to defer** a motion until another specific time or indefinitely. Deferred motions can be raised later on by moving a motion to consider the previously deferred motion.
- To postpone consideration of a motion to address other urgent business, one can move to **table the motion**. Tabled motions can be revisited by moving a motion to **lift the motion from the table**.
- If a motion is not carried by the majority of members, it is considered a **failed or defeated** motion.
- Occasions arise where members may **move to withdraw** a motion from the agenda.

For more information regarding motions and meeting procedures, please refer to the accompanying **Bourinot's Rules of Order Guide**.

Minute Taking Instructions

The purpose of taking minutes is to **record**:

1. **Decisions** – Committee members vote on motions, and the minutes record the names of those who moved, seconded, and carried them.

The minutes are not meant to record discussions verbatim. Please refrain from capturing detailed notes from debates leading up to a decision. The priority is to capture:

- **what decisions** were made (i.e. what motions were passed);
- **who** is responsible for carrying out each motion passed, and;
- **when** the task will be carried out.

As a Recording Secretary, do not hesitate to pause the meeting as needed to obtain clarification regarding the committee's decisions and discussions.

2. **Action Items** – Committees assign tasks to specific members and/or sub-committees for completion. In the minutes, please note the names of those responsible for carrying out each motion passed and by when the task will be complete.
3. **Key Discussion Points** – Summarize key themes for reporting to the Executive Board.
4. **Committee Budget Requests** – Each committee will be provided with a Budget Report containing its current project balance. Please capture in the minutes any projects under consideration by the committee, including any swag requests.
5. **Meeting Dates** – During the One Big Committee Meeting (OBCM), committees will be provided with date options and asked to indicate three (3) preferred meeting dates per quarter for the full term. Please capture the committee's preferred meeting dates in the minutes from the OBCM meeting for scheduling purposes.

For additional information on capturing effective meeting minutes, please refer to the **CUPE BC Committee Minutes Style Guide**.

Report to Executive Board

Each Committee is required to submit a completed **Report to the Executive Board** after every meeting. The purpose of the Report is to summarize key points from the committee's discussion.

As Recording Secretary, please extract this information from the meeting minutes and generate a report using the provided template.

Recommendations to the Executive Board

A core function of CUPE BC Committees is to generate recommendations to the Executive Board, which will then guide the position and activities of the union. Recommendations also tend to be larger in scope, as compared to Committee projects. Examples include:

- Lobbying Government
- Sponsoring external organizations
- Providing direction to the CUPE BC Division on a given project/issue
- Staffing and resources from the National Union
- Requests with no associated costs

Recording Secretaries are responsible for documenting recommendations to the Executive Board in the minutes from each committee meeting, per below:

Recommendation:
Rationale & Detail of Request:
Cost Anticipated (Yes or No):

If there are costs associated with the Recommendation, please refer to the Committee Budget Application Guide to verify whether it needs to be submitted instead as a **Committee Budget Request**.

Committee Budget Requests

CUPE BC has allocated a budget of \$5,000 per calendar year per CUPE BC Committee towards advancing their projects. Committees are required to submit a **Committee Budget Application Form** to access project funds on an expedited basis.

Committee Chairs will be responsible for managing the use of committee funds within the same calendar year (January to December). The Recording Secretary will support the Chairs as follows:

1. document **Committee Budget Requests** in the meeting minutes (including swag requests);
2. outline the **rationale** for the budget request(s) in the meeting minutes;
3. capture the **known/anticipated costs** for the budget request in the minutes;
4. document **who** will be responsible for carrying out the project work, if the budget request is approved by the Admin Committee;
5. **drafting and submitting completed Budget Application Forms** to the Division following each meeting.

The purpose of the Committee Budget is to facilitate funding access for smaller scale, routine project expenses. For any requests exceeding these parameters, committees must continue to submit them as **Recommendations to the Executive Board** for approval.

Please refer to the **Committee Budget Application Guide** and the **Committee Budget Application Form** for further details.

Document Submissions

Minutes will be accepted in typed and/or handwritten format. However, the Division encourages all Recording Secretaries to type minutes and email them at their earliest convenience to the Division staff.

If the minutes are **handwritten**, please ensure to scan copies of the minutes and/or take photos of all pages before submitting them to the Division staff.

Committee Correspondence

When the Division Office receives correspondence addressed to the committee, the correspondence will be placed in the labelled committee mailbox located near the office entrance.

Some committee members will request printed kits when submitting their RSVP to the Division Office. Committee Chairs and CUPE Staff Advisors may also occasionally request printed documents for distribution during meetings. In preparation for each meeting, the Division staff will place all print materials in the committee mailbox at the Division Office.

Administrative Staff Support

The Division assigns an Administrative Assistant to support each committee for the duration of the term. Prior to each committee meeting, the Administrative staff will provide a **template** to the Committee Chair and Recording Secretary to use for the drafting of the meeting minutes.

One week after the meeting, the Administrative staff will email a proofed, copy edited, and bugged draft of the minutes to the Committee Chair and Recording Secretary for review. Two weeks after each meeting, a final draft of the minutes will then be distributed to all committee members.

Should you have any questions, please contact the CUPE BC Division Office for further assistance by email at info@cupe.bc.ca or by phone at (604)-291-9119.