

## MINUTES TAKING – USE OF EXTERNAL PARTY

### **Purpose of this Document**

Is to provide guidelines for the use of court reporter to record committee minutes for legally binding meetings.

### **Procedures on Minute Taking**

Determining use of employing an external minute taker

An external, un-biased minute taker is required:

1. In all meetings of the Student Academic Review Committee (SARC).
2. In all cases of student reappraisals to the Student Evaluation Committee (SEC).
3. In these cases where a student appeal, reappraisal or student action in SARC or SEC that may be considered to involve a conflict of interest with UME staff, be that personal or professional.
4. In all cases where a student or staff member brings forward a motion/s or appeal to SARC or SEC that could be reasonably considered to have significant legal ramifications in both the short and long term.

### **Instructions**

1. It is the responsibility of the Manager, Undergraduate Medical Education (UME), through the committee organizer, to ensure that any external agency adheres to FOIP requirements prior to booking services.
2. It is the responsibility of the Manager, Undergraduate Medical Education (UME), through the committee organizer, to convey instructions regarding location, duration and commencement time to the external organization, a minimum of 7 days in advance.
3. No disclosure of the case, motion or appeal should be sent to the external organization in advance of the meeting.
4. Notice of cancellation or change is to be made with due consideration of appropriate warning time and associated fees.
5. It is expected that the minutes for the meeting will be made available to the committee organizer and/or Chair of the committee within 7 days of the meeting or appeal, consistent with the policy and pricing guidelines of the external organization.
6. It is the responsibility of the Chair to ensure that no materials, other than minutes, may be removed from the meeting room by the external minute taker.

*Approved:* UME Management  
December 5, 2014

*Reviewed:* August 2019