# [Name of the council, type of meeting]

Date: 20xx-xx-xx

Time: xx:xx

Place:

Participants:

## Declare the meeting open

## Formalities

* 1. Round of presentations
  2. Election of chair for the meeting
  3. Election of secretary for the meeting
  4. Election of adjuster for the meeting
  5. Choice of language for the meeting
  6. Approval of last meeting’s minutes
  7. Approval of the agenda

## Reports

* 1. Reports from the council board
  2. Reports from preparatory and decision-making bodies at the department
  3. Reports from the faculty council
  4. Other reports

## Discussion points

* 1. XX
  2. XX

## Decision points

* 1. XX
  2. XX

## Other

## Date of next meeting

## Declare the meeting closed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Adjuster

Tips for the secretary

* Under point 1, it is enough to write down when the meeting starts.
* The round of presentations (point 2.1) can be skipped if everyone has met before.
* The adjuster (2.4) checks if the minutes are correct and contacts the secretary if anything needs to be changed. When the adjuster is satisfied, both the adjuster and the secretary should sign the minutes.
* Once approved and signed, the minutes should be made available to all students in the council’s field of activity (department or section). It is recommended that they be posted on the council’s Athena-page.
* Under point 2.6, all attendees have the opportunity to comment if they think something has been missed in the last meeting’s minutes.
* Under point 2.7, you write down any agenda items to be added or removed before the agenda is approved by the meeting.
* Under reports-section (3), you can choose to include a point for each body to report from (e.g., the Department Board, RALV, education committee, etc.). We recommend having the minutes/this section clearly divided by body so that it is easy to follow which report comes from whom.
* Discussion points (4) refer to subjects that do not require a decision. Instead, the goal is to gather other participants’ opinions during the meeting. Sometimes a subject starts as a discussion point and then becomes a decision point during the next meeting. During these discussions, it could be helpful for the secretary to summarize what was expressed and whether the meeting reached any kind of consensus.
* Decision points (5) refer to matters where direct decisions have to be made. For example, that the council will apply for an operational grant, or that the council will organize an introductory meeting for new members. It is recommended for the secretary to summarize any discussions, write down claims (proposals for decisions) and what was eventually decided. The secretary should also note here any reservations. That is, someone made a reservation against the final decision and therefore does not want to be responsible for the consequences of said decision. Under this section you can also include electoral matters, e.g., if you are electing a student representative to one of the bodies at the department.
* Other (6) refers to smaller matters or concerns that have come up during the meeting or were not properly submitted/communicated before the meeting. Here it is also recommended for the secretary to summarize the discussion.
* Under point 7, the secretary writes down the time and place of the next meeting.
* Under point 8, the secretary writes down the time when the meeting ended.