

## **Committee Minutes Checklist**

All Committee minutes should be created in Word format and should contain a minimum of the following:

1. The name of the committee should be in **BOLD** type at the top of the first page of each meeting.
2. The day, date, time and room number of the meeting and the times of convening and adjournment.
3. A list of the members present, in the order they appear on the roster for that committee: Chair, Vice Chair, Secretary and then Senate members in alphabetical order. If any Senator comes in late or leaves after this listing, a notation should be made at the proper place in the minutes. Please note that in order to make quorum for a committee meeting, ex-officio members can be appointed on an as needed basis by the Committee on Assignments. Contact the Office of the Senate Pro Tempore and they will appoint non committee members to make quorum for that meeting. A letter from the Committee on Assignments appointing an ex-officio member needs to be included in the minutes for that day.
4. There shall be an accurate record of all votes taken which shall include the number of yeas and nays on a division (show of hands), and where a roll call is taken, the names of the Senators voting and the positions taken. Senate Rule 2-3.2 (a): Ex-officio members shall count as a voting member for purposes of determining whether a quorum is present at any given meeting and may vote on any matter before the committee. The limitations provided by Rules 2-1.3 and 2-3.1 shall not apply with respect to such ex-officio memberships. The Chairman or Senator presiding, **shall not vote** unless the committee shall be equally divided or their vote given in the minority will make the division equal; see Senate Rule 2-2.2.
5. The minutes shall include:
  - the number of each bill and resolution acted upon in **bold** type (ex: **SB 1**)
  - the Senate or House author and district number (ex: **Carter, 1st** or **Marin, 96th**)
  - the short caption from the web, not over three lines, or a caption which may be copied from the composite status in **bold** type (ex: **Labor; provide training wage**) and the action taken\*.

\*The possible actions which can be taken are: **DO PASS; DO PASS AS AMENDED; DO PASS BY SUBSTITUTE; DO NOT PASS; POSTPONE; REFER TO A SUBCOMMITTEE.** All motions and actions thereon must be recorded in the minutes. If a “**DO PASS**” motion fails, the result is not an automatic “**DO NOT PASS**” -- the bill is simply in the same status as it was before the motion was made -- the vote should be recorded. A “**DO NOT PASS**” motion, that passes is considered unfavorably reported by the committee and may not be taken up by the full Senate.

**GEORGIA SENATE**  
*Office of the Secretary of the Senate*

**5a. Please construct all minutes in past tense.**

6. If anyone other than a committee member testifies for or against any bill or resolution, his name should be recorded. If a legislator testifies, use his proper title and district. If he is not a member of the General Assembly, his address and the organization that he is representing should also be listed. A good way to get this information is to have a “sign in” sheet headed: “Name” and “Organization Represented” at your meeting. At the discretion of the committee, any pertinent remarks of any person testifying should be entered into the minutes. Summarize the remarks made for or against the bill under discussion.
7. Use only the date of the committee meeting in your minutes, not the day you transcribe them, if this happens to be a different date.
8. All adopted amendments and substitutes will be included in the original bill or resolution, and stamped “0-1 copy” and “0-2 copy”. Please make sure that Legislative Counsel knows when you require an amendment or a substitute. Amends and subs are **NOT** interchangeable. We can accept only what was voted out of the committee. All lost amendments or substitutes must be attached to the minutes of the meeting in which they lost.
9. At the end of each meeting’s minutes, leave a space for the signature of the committee secretary (Senator). Sign the minutes as recording secretary below his or her signature.
10. If the committee secretary (Senator) is not present at a committee meeting, please record this in your minutes and have the Chairman sign the minutes for that particular meeting.