

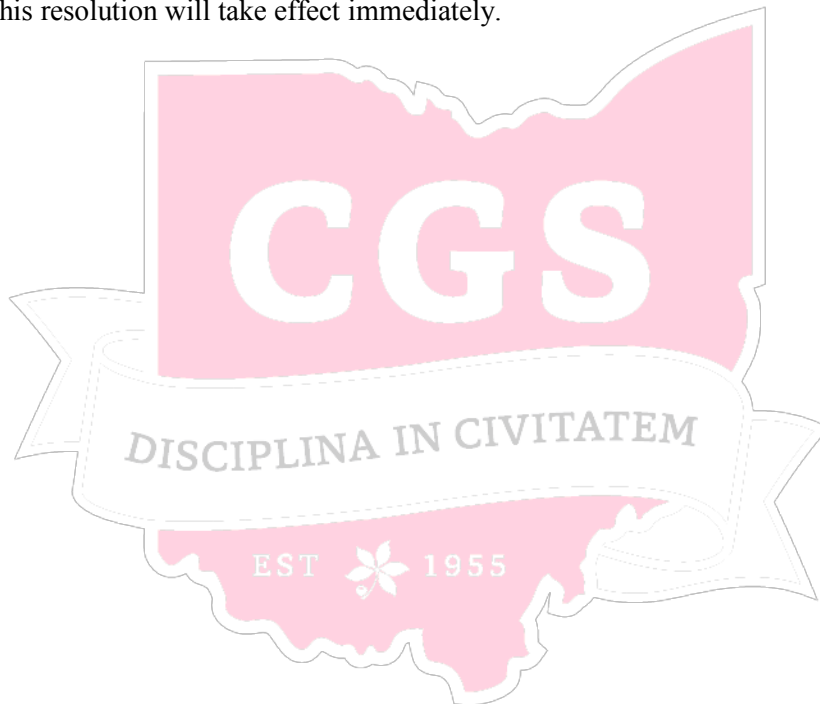
1 **Act 1819-SP-002**  
2 **AN ACT CLARIFYING MINUTE-KEEPING PROCEDURES**  
3 Author: R. R. Slechta (.3) (Ad Hoc Governance Committee Chair)  
4 Sponsor: Ad Hoc Governance Committee  
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6 **Section 1:** The purpose of this resolution is to clarify expectations and practices for taking meeting  
7 minutes.

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9 **Section 2:** The following will be appended to the CGS Standing Rules:  
10 **“Minutes**

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12 “The Secretary will keep minutes in the manner prescribed by the most recent edition of Robert’s Rules  
13 of Order. In the event that the Secretary is absent during a delegate meeting, the President will order  
14 another elected CGS officer to keep notes of the meeting. That officer will then send those notes to the  
15 Secretary following the meeting, who will put them in a proper format.”

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17 **Section 3:** This resolution will take effect immediately.



Council of Graduate Students  
at The Ohio State University