

**eb-2012-00002**

To INCITS TC, TG and SG Chairs –

As a reminder, all INCITS groups are required to produce agendas and minutes in accordance with the INCITS/RD-2 ([http://www.incits.org/rd2/INCITS\\_RD2.pdf](http://www.incits.org/rd2/INCITS_RD2.pdf)). Below is an excerpt from the INCITS/RD-2.

If these responsibilities are delegated to other committee officers, please ensure they are adhering to these requirements. Please also note that draft minutes shall not be posted for distribution prior to Secretariat approval.

-----

#### **4.3.2 Meeting Notice and Draft Agenda**

The meeting notice and draft agenda shall be distributed no later than four weeks before the meeting.

#### **4.3.5 Minutes**

All IOEs, except ad hoc groups, are required to produce minutes of their meetings. IOE draft minutes shall be reviewed and accepted by the INCITS Secretariat prior to distribution to the committee and shall be distributed to members within four weeks after the adjournment of the meeting.

Results of Ad Hoc group meetings shall be reported in accordance with Section 3.1.5.

The required contents of minutes are as follows:

1. Date(s), location(s), Chair, Secretary, hour of opening and adjournment.
2. Reference to the INCITS Anti-Trust and IPR Guidelines
3. Summary of significant actions taken.
4. Membership information, to include: a. List of attendees, organization and representatives; b. documentation of membership changes since the last meeting, (new or terminated membership, establishment or loss of voting rights, prospective memberships; c. membership jeopardy information (failure to attend meetings, respond to letter ballots); d. total number of voting members..
5. Approved agenda (or approved changes to draft agenda).
6. Approval of previous meeting minutes.
7. Each motion seconded and not withdrawn, identifying maker of the motion, the fact of a second, and the voting results.
8. Future meeting schedule.
9. List of action items assigned to members.

IOEs are encouraged to use the minutes [template](#), as provided by the Secretariat, to produce their meeting minutes.

Individual remarks or detailed transcripts need not to be recorded; however, any specific statement should be recorded when requested by the Chair, group, or a member. Records of discussions and actions taken pertaining to any topic for which attendance is restricted shall not be included in the minutes, except to record that a position was developed.