

American Institute of Constructors

Constructor Certification Commission Document No. 51

Meeting Minutes Template

It is critical that a complete set of minutes be developed, approved and transmitted to the Certification Manager within 15 business days from the date of all Commission-related body meetings. The minutes shall follow the below noted outline. Please attach a copy of the meeting agenda to the minutes.

- I. Title of Minutes – Name of body, date(s) and location(s) of meeting.
- II. Attendance – Names, professional affiliation and official position on body (i.e. chair, member, guest, etc.) of those attending.
- III. Business Items – Each one should be as noted in the Meeting Agenda. Others can be added but the minutes should so note that. . For each issue or item discussed include a summary of the discussion – both pros and cons – and any actions items voted on with who made and seconded it and the results of the actual vote. In addition, for all future action items a specific time frame with responsibilities are to be designated as part of the item. Finally, if any formal requests are being made to any other formal Commission body, they should include a detailed description of the request along with any needed resources or funding.
- IV. Next Meeting – Date and Location of Next Meeting – if known – otherwise indicate To Be Determined
- V. Adjourn

The minutes will end with:

Submitted by – Chair of Body Signature _____ Date: _____

Approvals – For Subcommittees – Respective Committee Chair, Commission Chair and Certification Manager; for Committees and Commission appointed Task Forces and Panels – Commission Chair and Certification Manager

Committee Chair - Signature _____ Date _____

Commission Chair – Signature _____ Date _____

Certification Manager - Signature _____ Date _____

Revision History:

Last Revision: 02/08/2022