

**ULCC | CHLC**

**UNIFORM LAW CONFERENCE OF CANADA  
CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA**

**ULCC Guide**

**GUIDANCE ON CIVIL SECTION  
ANNUAL MEETING MINUTES**

## UNIFORM LAW CONFERENCE OF CANADA

This document provides guidance for the preparation of the minutes of the Civil Section's annual meeting.

### **Distribution of responsibilities and deadlines**

- The host jurisdiction is responsible for preparing draft minutes and providing them to the Civil Section Chair by November 15 of the year of the annual meeting.
- The Chair is responsible for reviewing and approving the minutes and initiating a request for their translation.
- The Chair is also responsible for reviewing the translation of the minutes or arranging for such a review.
- The Executive Director is responsible for arranging for the translation of the minutes, making any required formatting changes, and posting the finalized minutes on the website.
- The minutes should be posted on the ULCC website by December 31 of the year of the annual meeting to which they relate.

### **Content of the minutes**

- The minutes should reflect the Civil Section's discussions, including questions and concerns raised, so that future readers are able to fully understand what occurred at the meeting.
- The overall length should be around 20 pages. This should allow, on average, close to one page (single-spaced) per report presented to the Civil Section.
- The language used in the minutes should be consistent with the terminology used in the By-laws (e.g., Civil Section, Criminal Section, etc.).
- The minutes should follow the order of the agenda.
- The minutes should include the name and title of the presenter(s) for each report under the title.
- The same formatting should be used each year. This can be achieved by copying the formatting of the previous year's minutes.
- The following information should be included for each report:
  - TITLE OF REPORT:
    - For oral reports, the title should be the same as the title noted in the agenda;
    - For reports submitted in writing, the title should reflect the title of the written report.
  - PRESENTER: identify the name and title of the individual and their professional affiliation (e.g., law institute, law firm, organization or jurisdiction).
  - CONTENT:
    - A summary of the report and presentation with an indication of whether the report was also provided in writing or is an oral report;
    - A brief summary of the Civil Section's discussions and deliberations and any decisions made, or directions given, by the Civil Section delegates; and
    - The adopted resolution (if applicable).
- The minute-taker obtains a copy of the resolutions from the Chair of the Civil Section to ensure that resolutions are accurately recorded in the minutes.

**Minutes other than Civil Section minutes**

- The minute-taker should clarify with the Chair of the Civil Section who is responsible for taking minutes for joint sessions of the Criminal and Civil Sections.
- The Executive Director of the ULCC will take minutes for the Opening and Closing Plenary sessions.