

ULCC | CHLC

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

ULCC Guide – Number 9

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-Law (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 of the individual, title, and professional affiliation (e.g. Law Institute, Law Firm, Organization or Jurisdiction).
 - CONTENT:
 - 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
 - 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.