The SCC minutes are the official record of all business transacted.

The minutes should contain what is done and not what is said.

The minutes should include:

1. The name of the organization, date, place and time of meeting.
2. The names of all in attendance.
3. Whether the minutes of the previous meeting were approved.
4. All main motions or actions, whether adopted or lost should be recorded.
5. The names of the persons making the motions, but not the names of the person who seconded the motion.
6. Summaries of reports given by committees.
7. When a vote is taken, the number of votes on each side.
8. The time of adjournment.

If the minutes are corrected, the correction is made on the right margin of the original minutes and initialed by the secretary and the amendment is also stated in the minutes of the meeting at which the minutes were corrected.

Personal opinions of praise or criticism should not be recorded.

The minutes should be read and approved by the SCC at the next regular meeting.