

How to take minutes at Occupy Melbourne General Assemblies

Thanks for taking minutes!

Please take them in the format of the sample below.

After the General Assembly, please exchange email addresses with the Coordinator (ask someone on the Facilitation Team if you don't know who they are). Email the typed minutes to the Coordinator as soon as you can, either that night or the next day. We need to have them up on the Occupy Melbourne website within 24 hours.

You don't need to write down everything that's said. There's no need to include discussion or speakers for and against proposals. All the minutes need is:

- **Facilitation Team:** Write down the first names and roles of everyone in the Facilitation Team.
- **Working Group report-backs:** Write a few points on the recent activities of the Working Group. Get the date, time and place of future actions, meetings or events.
- **Proposals:** Write the exact wording of any proposal. If you didn't get it, ask the person to repeat it for the minutes. Write what type of process was followed in deliberation (e.g. speakers for and against, small group discussion), whether it was passed or not and whether it passed with 90% or 100% support.

No need to include people's names. If someone is speaking as part of a working group, just write the working group's name. If it's an individual proposal, just write individual proposal.

- **Announcements:** Get the date, time and place of any future actions, meetings or events.

Any questions please ask the Coordinator or anyone on the Facilitation Team.

SAMPLE MINUTES:

Occupy Melbourne 15th General Assembly Minutes Sunday 6 November 2011, 4pm, Treasury Gardens

Facilitation Team:

Moderator: Kim. Moderator's Support: Peter. Coordinator: Amy. Participants Team: Jill, Ray & Pam. Timer: George. Minutes: Sarah & Jo.

Working Group report-backs:

Indigenous

- 'Evict Robert Doyle' action, Thursday 17 November 2011, meet at City Square at 12.30pm

Nightwatch

- This is a new working group. We keep a lookout for people occupying overnight. Insomniacs please come and join us!

Working Group proposals:

1. Indigenous Working Group:

That those who want to start erecting structures and tents at Treasury Gardens

After discussion with speakers for and against, new proposals were put:

That Occupy Melbourne does not start erecting structures and tents tonight.

Passed 100%.

That Occupy Melbourne looks to setting up structures and tents again in the future.

Passed 90%.

Individual proposals:

1. That we call a Special Assembly on Monday night to continue the conversation about structures once we have more information from the Legal Working Group.

Not passed.

Announcements:

- Permaculture skillshare next Saturday at Treasury Gardens, 2pm