

Decision log

Organisation: _____

Committee or board: _____

Period covered: _____

How a decision is written

- A complete sentence understandable without opening the minutes: what was decided, for whom, effective from when.
- A stated basis: which proposal, document or discussion the decision was built on.
- An explicit status: in force · amended by a later decision · rescinded.
- And a number that is never reused, even if the decision is rescinded — numbering is a record, not an ordering.

The log

Decision no.	Date	Meeting	Decision	Basis	Status

Amended or rescinded decisions

Original decision	What happened to it	By decision no.	Date

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