

Tips For Producing a Clean Meeting Transcript:

1. The Chair should never allow anyone to speak unless they raise their hand and he addresses them – i.e. Yes, Ms. Adams? When people talk over each other, the transcriber can't understand either of them -- thus the "inaudible", "multiple people talking simultaneously" and the "--" at the end of the sentence.
2. The person speaking should be able to fully get their question out before being answered and others should try to avoid saying "right" or "uh-huh" or "okay" while they are listening to the question.
3. The Chair or staff should be the only ones answering the questions, at least initially. I know people want to help, but it muddies up the transcript. If the Commissioner has a question or would like to further answer, they can raise their hand and wait for the Chair to recognize them.
4. If there is a problem with interpreting the questions, the staff or Chair should ask them to restate. Again, it muddies up the transcript when other people jump in to try to explain what the other person is asking.
5. The Chair needs to announce who made the motion and seconded it.
6. The conversation should stay on topic of what is actually being discussed. The transcript will read better if they waited until "Commissioner Comments" to address any and all concerns.