

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 8

MINUTES OF MEETINGS

OBJECTIVES

To cut down on work/time of City Staff, to cut down on copying costs, and to simplify records.

GENERAL FORMAT

All official printed Minutes of any meetings of all city commissions, boards, and committees shall be fashioned after the minimum as required by State Law with minor additions. Recordings of entire meetings will be kept on file for more detailed references for a period of two years. All Minutes shall be published in the City's document library.

CONTENTS OF MINUTES

- 1. Meeting Particulars.** Minutes shall include the date, time, and place of all meetings.
- 2. Recordings.** Agendas shall indicate that all proceedings are being recorded for back-up reference.
- 3. Attendance.** Minutes shall include the names of all members of the governing body and indicate whether they are present or absent.
- 4. Motions.** Minutes shall include all motions, proposals, resolutions, ordinances, and measures proposed and their disposition.
- 5. Result of Votes.** Minutes shall include the results of all votes and the vote of each member by name.
- 6. Substance of Topics.** Minutes shall include an outline of the substance of discussion on any matter.
- 7. Reference to Documents.** Minutes shall include any references made to any specific document mentioned in discussion.
- 8. Public Participants.** The Minutes shall include the name of member of the public who addressed the body.
- 9. Emergency Meetings.** The Minutes shall include, if required, the nature of the emergency for calling an emergency meeting.
- 10. Speeches and Statements.** Speeches or statements or the exact text of discussions shall not be transcribed verbatim.