



Policy: Committee Meeting Minutes Policy	Effective Date: 04/08/2008
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ADMINISTRATION DEPARTMENT Committee Meeting Minutes Policy

Adopted
April 8, 2008
Effective
April 8, 2008

I. FORWARD

This Committee Meeting Minute Policy is intended for use as a guide to the volunteer committees in meeting the requirements of § 143-318.10 and § 132-1 regarding open meetings and public records.

The basic goals of the policy are:

1. To comply with the legal and ethical requirements of open meetings and public records.
2. To provide timely information to the Town Council, staff, the committee, and general public regarding the actions of Town Committees.
3. To promote good and effective government for the Town of Summerfield.
4. To effect maximum standardization of meeting minutes throughout Town Committees.

II. General Guidelines for Committee Meeting Minutes

2.1 Format

Attachment "A" provides the currently approved meeting minute format. Committee chairpersons and secretaries are responsible for using this format or one substantially similar for use at all committee and sub-committee meetings.

2.2 Reporting

It is important for committees to report their actions as soon as practical to the staff and Town Council; the following reporting standards shall apply for all committees:

- a. **Draft** meeting minutes shall be provided by the committee chair or secretary to the Town Clerk within fifteen (15) days of a committee meeting.
- b. Signed **approved** meeting minutes shall be provided by the committee chair or secretary within ten (10) days of the approval of the minutes.

2.3 Posting

Meeting minutes will be posted to the official town website by the Town Clerk in a timely manner.

Copies of meeting minutes will be kept by the Town Clerk and made available to the public upon request.

Attachment A

Committee Name
Meeting Minutes
[Date]

I. Call to Order:

[Name of Committee Chair] called the meeting to order the [regular/special] meeting of the [Committee Name] at [time of meeting] on [date of meeting] at [location of meeting].

II. Roll Call:

The following persons were present: [list of committee members and guests (if applicable)] The following persons were absent:

III. Approval of minutes from last meeting:

[Name of Committee Chair/Secretary] provided the minutes from the last meeting. The minutes were [approved, revised].

IV. Old Business/Open Issues:

- a) [Old Business item/Summary of discussion, action taken]
- b) [Old Business item/Summary of discussion, action taken]
- c) [Old Business item/Summary of discussion, action taken]

V. New Business:

- a) [New Business item/Summary of discussion, action taken]
- b) [New Business item/Summary of discussion, action taken]
- c) [New Business item/Summary of discussion, action taken]

VI. Adjournment:

[Name of Committee Chair] stated the [time, date, and location of the next meeting] and adjourned the meeting at [time meeting ended].

Minutes submitted by: [Name of Committee Chair/Secretary]

Minutes approved on: [date of approval]

Signature of Chairperson

Signature of Secretary