

FORMAT AND RULES OF MEETING MINUTES

--- Beginning of Format ---

SAMPLE COMMITTEE (Center of page-large letters-bold)
MINUTES (2ND line-bold)
January xx, xxxx (3rd line-bold)

Members Present:

Members Absent:

Others Present:

Agenda:

(If short, put here. If long, attach to minutes with notation "See attached minutes".)

Call to Order:

Approval of Minutes of Previous Meeting: *(May or may not be used, in many cases Chair can say previously filed and accepted by Commission – in some cases reference should be made to items completed or left unresolved from previous meeting.)*

First Item of Business:

(from agenda)

Second Item of Business:

(from agenda)

##xx:

(from agenda)

Other Business:

First Item discussed:

Second item discussed:

Adjournment:

Motion, second, and time adjourned.

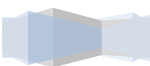
Minutes submitted by:

-- End of Format --



RULES:

- This format is to be used by anyone taking minutes for committees that are directly involved with the County Executive's office. ***(Some examples: Animal Control Advisory Committee; Budget Committee; Building Inspector, Code and Review Committee; Property Committee, etc.)*** Having the same format helps when someone needs to find a specific item of business and how it was handled by a committee.
- When the Chairman of a committee calls to schedule a meeting, Sheila will inform the staff person associated with that committee's business and that person can work on an agenda with the Chairman of the committee. For many meetings, the agenda is developed by the County Executive's Staff from:
 - Items/issues unresolved from last meeting
 - Items/issues which have developed since the last meeting
 - Future Issues and Plans
 - Staff should start preparing an agenda as soon as the last meeting has been adjourned.
- Attached is a sample of Minutes along with examples of motions within the minutes.
- **Please make it a point to get the draft minutes to me and/or Sheila within 5 business days of the meeting.**



“NAME OF COMMITTEE HERE”

MINUTES

(date of meeting here)

Members present: Commissioners _____, _____, _____, _____, _____, (list other members by their title if appropriate or by name—members only)

Members absent: _____, _____

Others present: (list others who are not members of the committee, i.e.; media, staff, etc.)

Agenda:

(If the agenda is short, include it in the minutes here. If it is a long agenda, put “see attached agenda” and attach it to the minutes)

Call to Order:

The _____ meeting was called to order by Chairman _____, at ____ (time) _____, and a quorum was declared.

Approval of Minutes of Previous Meeting:

The minutes of the _____ meeting were read. _____ made a motion to approve the minutes as read, second by _____. On a voice vote the motion passed unanimously.

-----or-----

The minutes of the prior meeting have been filed and accepted by Commission.

(Make a heading for all major items and reflect all motions and major discussions).

Example: Completed Items in Last Minutes

-- Could be updates of items completed that were issues reflected in last minutes.

(Example: There was a discussion about _____. (Here any pertinent information about the discussion). A motion was made by _____, seconded by _____, to _____. On a voice vote, the motion passed/failed.

Here put heading for Second Item of Business:

(Same as above)



Other Business:

If there are multiple items of “other business” put a caption for each, bold, but don’t underline.

Example: Question about policy:

Mr. _____ asked the Committee if there is a policy regarding.....

Example: Comment regarding hours of operation:

Ms. asked the Committee if it would consider changing the hours

Adjournment:

_____ made a motion to adjourn, seconded by _____. The meeting adjourned at _____(time).

Minutes submitted by: _____

