



**City and Borough of Sitka
Municipal Clerk's Office
100 Lincoln Street, Sitka, Alaska 99835
Board/Commission/Committee Meeting Minutes Policy**

Meeting minutes are taken to preserve an accurate written record of the *actions* that take place at a meeting, not what was *said* at that meeting. Minutes serve as the institutional memory for the organization. Because you have them to refer back to, they prevent a group from doing the same thing over and over (Sylvester 221).

They are a requirement for all City and Borough of Sitka's boards, commissions, committees and task forces. They are kept as a permanent record of the City and Borough of Sitka.

GUIDELINES FOR MEETING MINUTES

Every secretary will have his or her own style of taking minutes however, there are certain aspects of the minutes that should be documented. This should include but is not limited to:

- Title of the board/commission/committee
- Date of the meeting
- Time the meeting started
- Time of adjournment
- Where the meeting took place
- A list of those members in attendance and whether an absent member is excused or unexcused
- Motions that were made in the meeting *and*
 - The disposition (whether it passed or failed)
 - Amendments to the motion
- If public comment was made
- If the version is "draft" or "final"
- Name and title of whom wrote the minutes
- Appropriate Signatures e.g. chair or secretary
- A header or footer *with*
 - Title of the board/commission/committee
 - Date of the meeting
 - Page number (best to use the format for page number like this: page ___ of ___)





DRAFT MINUTES

Minutes prepared by the secretary are not final until approved by the group. If distributed, they should be clearly marked as "draft" and unless specifically asked should not be distributed beyond membership (Macfarlane/Estep 27). Draft minutes can be amended by the majority of the group at a public meeting.

FINAL MINUTES



Final minutes are minutes that have been approved by the majority of the group and thus becomes the official record of the meeting. Once they are approved by the body, a clean copy should be prepared that omits the word "draft" and includes, if applicable, the appropriate signature(s) (Macfarlane/Estep 27). They should then be submitted via email to the Deputy Clerk. The Deputy Clerk retains a permanent copy, posts them on the City's website and emails a copy to the Assembly.

Minutes should be taken during a regular meeting or special meeting, however minutes should **not** be taken when in:

- Executive session
- Work session *and/or*
- Special committee

IMPORTANT POINTS



- ❖ Minutes are not approved at a special meeting, but are held over until the next regular meeting.
- ❖ Minutes should not include routine procedural motions, such as approving the agenda or moving to recess.
- ❖ A motion that has been withdrawn is not included in the minutes.

Macfarlane, Ann G. and Estep, Andrew L. *Mastering Council Meetings, ERGA, Inc., 2013*

Sylvester, Nancy. *The Complete Idiot's Guide to Robert's Rules Second Addition*, Penguin Group, 2010

Robert, Henry M. III, Honemann, Daniel H., and Balch, Thomas J., with the assistance of Seabold, Daniel E., and Gerber, Shmuel.

Robert's Rules of Order Newly Revised 11th Edition, Da Dapo Press, 2011