



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

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| 318 | MINUTES OF CITY COUNCIL MEETINGS | DATE REVISED: | 9-15-2014 |
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POLICY:

1. The City Clerk is responsible for the preparation of the Minutes for each City Council meeting.
2. Once approved by the City Council, the prepared “Minutes” become part of the official record of the meeting and are entered into the City archives as such.
3. Recordings of the City Council meetings are available for a period of ten years, according to the City’s Records Retention Schedule.
4. In accordance with Resolution No. 2006-34 establishing Action Minutes, and for the purpose of reflecting what action was taken by the City Council, each set of Council Meeting Minutes shall include:
 - a. Name of the legislative body, date, time, and place of the meeting;
 - b. Names of the members present and absent;
 - c. Brief description, or title, of the items discussed in the order that the discussion took place;
 - d. A listing of all people who spoke to an item;
 - e. All motions made by the legislative body, including who made the motion, who seconded the motion, and the vote;
 - f. All actions taken, including by Consensus;
 - g. On all Oral Communications items, the name of the person addressing the Council, and a brief description of the topic;
 - h. Time of adjournment
5. The City Clerk shall place the proposed Minutes, for one or more prior meetings, on an agenda of a subsequent meeting for approval by the City Council. The minutes of a prior City Council meeting will not be read aloud during the meeting unless the City Council passes a motion directing the reading of the Minutes of a particular meeting.
6. A Councilmember has the right to recommend corrections to the proposed Minutes at the City Council meeting where the proposed Minutes are on the agenda for approval for the purpose of better describing the action that was taken by the legislative body.

DISCUSSION:

The Minutes of a City Council meeting are intended to accurately reflect the action that the City Council took during a City Council meeting. Roberts Rules of Order recommend that the minutes reflect “what is ‘done’ by the assembly, and not what is said by the members.” The actual words spoken and the wording of each resolution, ordinance, or other document produced as a result of the meeting take precedence over the action Minutes. While the actual words



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spoken are recorded electronically, the “record of the Action Minutes” is indeed used as reference in many instances. Therefore, despite the policy that the recordings are maintained in accordance with the City’s Records Retention Policy, it is extremely important that any corrections of the written action “Minutes” on the part of a Councilmember be entered prior to the formal approval of the Minutes by the City Council.