

## CURRENT LANGUAGE RE MINUTES:

Rule 6. Written minutes of the board meeting shall be maintained by the city clerk and approved by the board. The minutes shall consist of a city clerk's report of the board's actions, which will describe the disposition of each agenda item and any votes taken, and a transcript. If there is a disparity within the minutes between the city clerk's report and the transcript, then the city clerk's report shall govern.

Rule 26. The clerk of committees shall prepare the agenda for each committee meeting, and shall make a record of the proceedings and prepare the minutes as well, as prescribed by the most recent edition of Robert's Rules of Order and the requirements of the open meeting law. Written minutes of each committee meeting shall be prepared and maintained by the clerk of committees and approved by the committee at a subsequent meeting. No committee shall act by separate consultation and no report shall be received by the board unless the subject thereof shall have been considered in committee actually assembled. All reports of committee shall be approved by the chair, but in no case shall this preclude a member not in agreement from submitting a minority report, which shall be included as part of the committee report.

## PROPOSED LANGUAGE RE MINUTES, MARKED-UP:

Rule 6. Written minutes of the board meeting, which shall include a record of the proceedings, describing the disposition of each agenda item and any votes taken, and a synopsis of the discussion, shall be maintained by the city clerk and approved by the board, as prescribed by the most recent edition of Robert's Rules of Order and the requirements of the open meeting law. ~~The minutes shall consist of a city clerk's report of the board's actions, which will describe the disposition of each agenda item and any votes taken, and a transcript. If there is a disparity within the minutes between the city clerk's report and the transcript, then the city clerk's report shall govern.~~

Rule 26. The clerk of committees shall prepare the agenda for each committee meeting. The clerk shall also prepare the report of the meeting, which shall include the disposition of each agenda item and any roll call votes taken. The report shall be approved by the chair and submitted to the board for action at its next meeting. In no case shall this preclude a member not in agreement from submitting a minority report. The clerk shall also ~~and shall make a record of the proceedings and~~ prepare the minutes of the meeting, which shall consist of the committee's actions, decisions, and votes, with a summary of any discussions, as prescribed by the most recent edition of Robert's Rules of Order and the requirements of the open meeting law. ~~The~~ Written ~~minutes of each committee meeting~~ shall be ~~prepared and maintained by the clerk of committees and~~ approved by the committee at a subsequent meeting. No committee shall act by separate consultation and no report shall be received by the board unless the subject thereof shall have been considered in committee actually assembled. ~~All reports of committee shall be approved by the chair, but in no case shall this preclude a member not in agreement from submitting a minority report, which shall be included as part of the committee report.~~

## PROPOSED LANGUAGE RE MINUTES, CLEAN:

Rule 6. Written minutes of the board meeting, which shall include a record of the proceedings, describing the disposition of each agenda item and any votes taken, and a synopsis of the discussion, shall be maintained by the city clerk and approved by the board, as prescribed by the most recent edition of Robert's Rules of Order and the requirements of the open meeting law.

Rule 26. The clerk of committees shall prepare the agenda for each committee meeting. The clerk shall also prepare the report of the meeting, which shall include the disposition of each agenda item and any roll call votes taken. The report shall be approved by the chair and submitted to the board for action at its next meeting. In no case shall this preclude a member not in agreement from submitting a minority report. The clerk shall also prepare the minutes of the meeting, which shall consist of the committee's actions, decisions, and votes, with a summary of any discussions, as prescribed by the most recent edition of Robert's Rules of Order and the requirements of the open meeting law. The minutes shall be approved by the committee at a subsequent meeting. No committee shall act by separate consultation and no report shall be received by the board unless the subject thereof shall have been considered in committee actually assembled.