

## PROPOSED AMENDMENT TO RULE 27

### ORIGINAL RULE

Rule 27. 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.

### RED-LINED AMENDMENT

Rule 27. 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. Any document submitted to the members of the committee in connection with the main item under discussion during the committee meeting shall be identified in the report. The clerk shall insure that all such items are readily available for viewing during searches of the main item on the web portal for the board. 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.

### CLEAN AMENDMENT

Rule 27. 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. Any document submitted to the members of the committee in connection with the main item under discussion during the committee meeting shall be identified in the report. The clerk shall insure that all such items are readily available for viewing during searches of the main item on the web portal for the board. 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.