

## **Contra Costa County Commission for Women and Girls**

### **Proposed Standing Rule: Preparation and Content of Meeting Minutes**

#### **I. Purpose**

To establish a clear, consistent, and legally compliant standard for the preparation, approval, and content of Commission meeting minutes.

Minutes are the official legal record of Commission action. They are not a transcript and do not serve as a record of discussion or individual viewpoints.

#### **II. Scope**

This rule applies to all regular, special, and committee meetings of the Commission.

#### **III. Required Content of Minutes**

Minutes shall include only the information necessary to document official Commission business and actions. Each set of minutes shall include:

##### **A. Meeting Information**

- Name of the body
- Date, time, and location of the meeting
- Statement of remote participation where applicable

##### **B. Attendance**

- Names of members present
- Names of members absent
- Notation of late arrivals or early departures

##### **C. Procedural Actions**

- Motions made
- Name of the member making the motion
- Name of the member seconding the motion
- Method of vote (roll call or voice vote)
- Vote outcome, including names of members voting aye, no, or abstaining

##### **D. Required Compliance Statements**

- Documentation of remote participation approvals when required
- Any legally required procedural announcements

##### **E. Adjournment**

- Time of adjournment

#### **IV. Content Specifically Excluded from Minutes**

To ensure accuracy and reduce legal risk, minutes shall not include:

- Verbatim transcripts of discussion
- Summaries or characterizations of debate
- Attribution of statements to individual commissioners (except motions and votes)
- Opinions, interpretations, or conclusions not adopted by formal action
- Allegations, complaints, or claims not resolved through formal Commission action
- Informal direction, consensus, or discussion not resulting in a motion and vote

Discussion items may be referenced only in neutral form (e.g., “The Commission discussed [topic]”), without summarizing positions or arguments.

#### **V. Handling of Discussion and Public Comment**

##### **A. Discussion**

Minutes may include a brief neutral statement identifying the topic discussed. No summary of viewpoints shall be included unless required by law.

##### **B. Public Comment**

Public comment shall be recorded only as:  
“Public comment was received.”

No attribution, summary, or characterization of public comment shall be included unless required by law or directed by formal Commission action.

#### **VI. Drafting and Approval Process**

##### **A. Preparation**

- Draft minutes shall be prepared by the Secretary or Secretary Pro Tem.
- Draft minutes shall reflect only verifiable actions taken during the meeting.

##### **B. Review**

- Draft minutes shall be distributed with the next meeting agenda.

##### **C. Approval**

- Minutes shall be approved by the Commission through formal vote.
- Corrections shall be limited to factual accuracy (e.g., vote counts, names, actions taken).
- Requests to add narrative discussion content shall be ruled out of order unless required for legal compliance.

#### **VII. Corrections and Amendments**

Once approved, minutes may only be amended by formal motion to correct a factual error.

Minutes shall not be amended to:

- Add discussion content

- Recharacterize statements
- Insert opinions or intent not reflected in formal action

### **VIII. Relationship to Recordings and Transcripts**

Audio, video, or AI-generated transcripts may be maintained as internal reference materials but are not the official record.

In the event of a discrepancy, the formally approved minutes control as the official record of Commission action.

### **IX. Compliance Authority**

This rule is adopted pursuant to the Commission's authority to establish procedures consistent with:

- The Brown Act (Gov. Code §54950 et seq.)
- County policies governing advisory bodies
- The Commission's bylaws