

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