



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: BOARDS, COMMISSIONS, & COMMITTEES – MINUTES OF MEETINGS	Policy Number: I-2	Page Number: 1 of 2
	Date Adopted: 12/22/1987	Revised Date: 11/7/17

I. PURPOSE

The Board of Supervisors appoints members of the public and ~~County~~ county staff to serve on ~~ad hoc as well as~~ ongoing boards, commissions and committees. There is a need for the Board to be able to monitor the actions and activities of the boards, commissions and committees, as a whole.

II. POLICY

Boards, commissions and committees which are formed by and report directly to the Board of ~~supervisors~~ Supervisors ~~may shall~~ file with the ~~Board~~ Clerk of the Board of Supervisors (or designee) action or summary minutes of their meetings, ~~if minutes are prepared~~. The intent of this policy is to keep Board members informed regarding the progress of various boards, commissions and committees. This policy shall not apply to Ad Hoc Committees.

III. PROCEDURE

The ~~summary~~ minutes shall indicate the date, time and location of the meeting; list the ~~attendees (members and non-members);~~ names of the members present to include voting members and non-voting members (if applicable); list the items on the agenda and ~~indicate clearly demonstrate~~ any action(s) taken and results of every vote. The minutes should be concise and may be in outline form.

Copies of ~~M~~minutes ~~should shall~~ be sent to each of the members of the Board of Supervisors and the ~~Board~~ office of the Clerk of the Board ~~Clerk~~ within 30 calendar days a reasonable time after formal approval of the minutes by the appointed board, commission or committee. ~~The Board clerk will place such minutes in the Board of Supervisors' reading basket. The minutes may be delivered to the parties listed above by electronic mail or by providing six (6) copies by US Mail or in person at the Board of Supervisors Department for distribution.~~

IV. REFERENCES

None

V. RESPONSIBLE DEPARTMENT

Board of Supervisors (Clerk of the Board)

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	12/22/1987	Sunset Review Date:	N/A
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Revision Date: 10/24/2017 <u>11/7/17</u>	Sunset Review Date: 10/24/2021 <u>11/6/21</u>
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