



Town of Vienna

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Legislation Text

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Subject:

Discussion on Minutes Preparation/Content

BACKGROUND SUMMARY : Over the years Councilmembers have asked for various content to be included in the minutes and also suggestions of how they should be prepared. Currently the minutes are prepared as required by the Virginia Open Meeting Law and Robert's Rules of Order. Regular Council meeting minutes are prepared as "action" minutes with the exception of public hearing items which are more "verbatim." Work Session minutes are prepared as a summary since no action is allowed during work sessions.

OVERVIEW :

SUMMARY/STAFF IMPRESSIONS : Minutes should be prepared as required by the Open Meeting Law and Robert's Rules of Order. All meetings are recorded and/or video recorded for reference.

RECOMMENDATION :

Maintain current practices for preparing minutes.