



City of North Port

City Commission Policy – Minutes and Records

Policy No: 2021-04

Resolution No: 2021-R-07

Approval Date: April 27, 2021

Amended by Resolution Nos. 2022-R-22, 2023-R-23

Amendment Date: April 25, 2023

I. STATEMENT OF POLICY

- A. It is the intent of the City to establish rules of procedure to govern the conduct of recording minutes of all public meetings of the City Commission.
- B. Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to Robert's Rule of Order, newly revised.

II. POLICY AND PROCEDURE

- A. The City Clerk or designee shall record minutes of all public meetings of the City Commission, which must be retained as a permanent public record and presented to the City Commission for review and approval. Meetings of the City Commission may also be audio and/or video recorded, but such audio or video recording shall not be retained as the official public record of the meeting.
- B. Prior to placing draft minutes on an upcoming Commission meeting agenda for approval, the City Clerk or designee shall provide each Commissioner with a copy of the draft minutes for review. Commissioners may submit any recommended revisions to the City Clerk for review and consideration. Following review and consideration of a recommended revision, the City Clerk or designee shall:
 1. Unamended draft minutes. When the City Clerk does not receive a proposed amendment to a draft of Commission meeting minutes, or when a proposed amendment is received but not accepted by the City Clerk, the draft minutes shall appear on a City Commission consent agenda for approval as drafted. A copy of the draft minutes shall be attached to the agenda backup material.
 2. Amended draft minutes. When a proposed amendment to draft Commission meeting minutes is accepted by the City Clerk, the draft minutes shall not appear as part of a City Commission consent agenda. The Commission must discuss a proposed amendment to its meeting minutes on the record and vote on each amendment as part of the Commission's General Business when the draft minutes are approved.¹ A copy of the draft minutes and proposed amendments shall be attached to the agenda backup material.

¹ See Op. Att'y Gen. Fla. 74-294 (1974).

3. Unaccepted amendment. When a proposed amendment to draft Commission meeting minutes is not accepted by the City Clerk, the City Clerk or designee shall notify the Commissioner and provide the reason why. Any Commissioner may request that draft minutes be pulled from a consent agenda for further discussion and direction by the Commission.
- C. The following shall apply to the recording of City Commission meeting minutes:
1. All minutes recorded shall be summary minutes.
 2. If a Commissioner arrives after a meeting has convened, the Commissioner's arrival will be recorded in the minutes where appropriate.
 3. If a Commissioner is absent when a vote or consensus of the Commission is taken on an item, the recorded vote tally in the meeting minutes will identify the name of the absent Commissioner as "absent" for the item.
 4. If a Commissioner departs a meeting before the meeting has been adjourned, the Commissioner's departure will be recorded in the meeting minutes where appropriate. If a vote or consensus of the Commission is taken following a Commissioner's departure from a meeting, the recorded vote tally in the meeting minutes will identify the name of the absent Commissioner as "absent" for the item.
 5. If a public commenter identifies their support or opposition to an agenda item, the minutes will reflect the commenter's position.