

Gila County Policy MINUTES OF THE BOARD OF SUPERVISORS' MEETINGS	Policy Number: BOS-COB-001	Page
	Adopted by BOS: 08-05-14 Revised:	1 of 1

I. PURPOSE:

The purpose of this policy is to outline the requirements with regard to written meeting minutes of the Board of Supervisors.

II. POLICY:

The Clerk of the Board's Department prepares written minutes of all meetings of the Board of Supervisors, including executive sessions as required by Arizona Revised Statutes (A.R.S.) § 38-431.01. All meetings of the Board of Supervisors are also recorded, except executive sessions.

Audio recordings of all meetings are posted to the County's website and made available to the public within 3 business days of the Board of Supervisors' meeting in accordance with A.R.S. § 38-431.01. Written minutes are posted to the County's website and made available to the public within 24 hours after they are officially approved by the Board of Supervisors. Per A.R.S §11-217, a copy of the approved minutes shall be made available at the office of the Clerk of the Board and the public libraries in Gila County.

A summary of all Board of Supervisors' actions taken at the meeting is posted to the County's website within 24 hours after the meeting.

Per A.R.S. § 11-217, the Clerk of the Board shall maintain and permanently preserve the official copy of the minutes in accordance with A.R.S. § 39-101.

SIGNATURES:


CHAIRMAN, BOARD OF SUPERVISORS

8-5-2014
DATE

* See attached administrative procedures

GILA COUNTY
MINUTES OF THE BOARD OF SUPERVISORS' MEETINGS
PROCEDURES

I. ACTION SUMMARY:

Within 24 hours after the Board of Supervisors' (BOS) meeting, the Clerk of the Board (COB) will provide the action taken by the BOS for each meeting agenda item utilizing the electronic agenda system. The electronic agenda system is available for the public's viewing on the County's website.

II. MINUTES CONTENT:

For meetings other than executive sessions, such minutes or audio recording shall include, but not be limited to: 1) the date, time and place of the meeting; 2) the members of the Board of Supervisors recorded as either present or absent; 3) a general description of the matters considered; and 4) and accurate description of all legal actions proposed, discussed or taken, and the names of members who propose each motion. The minutes shall also include the names of the persons, as given, making statements or presenting material to the Board of Supervisors and a reference to the legal action about which they made statements or presented material. Executive session minutes shall contain information as outlined in items 1) through 3) above, and shall also contain an accurate description of all instructions given pursuant to A.R.S. §38-431.03, subsection A, paragraphs 4, 5 and 7 and such other matters as may be deemed appropriate by the Board of Supervisors. The executive session minutes shall also contain a statement of the reasons for emergency consideration of any matters not on the agenda.

III. DRAFT MINUTES:

Minutes of Regular and Special Meetings and Work Sessions

The Deputy Clerk prepares the draft minutes.

Minutes of Executive Sessions

The COB prepares the draft minutes.

Minutes of Emergency Meetings

The COB prepares the draft minutes.

IV. FINAL DRAFT MINUTES:

Minutes of Regular and Special Meetings and Work Sessions

The final draft minutes are placed on a future BOS meeting agenda as a consent agenda item for BOS approval upon approval by the COB.

Minutes of Executive Sessions

The approved minutes are signed by the BOS Chairman and Clerk of the Board upon approval by the County Manager and BOS Chairman.

Minutes of Emergency Meetings

The final draft minutes are placed on a future BOS meeting agenda as a consent agenda item for BOS approval.

V. APPROVED MINUTES:

The approved minutes for regular, special and emergency meetings and work sessions are signed by the BOS Chairman and Clerk of the Board upon approval by the BOS.

All approved minutes are maintained and permanently preserved by the COB in accordance with A.R.S. §11-217.

An electronic signed copy of the approved minutes is sent to each library within the County within 3 days after BOS approval and posted on the County's website.