



## County of Santa Clara

Policy Name: Form and Content of Minutes of County Legislative Bodies -  
Board Policy 3.34  
Page 1 of 8

**Policy Type:** Board

**Category:** Board Operations

**Policy Name:** Form and Content of Minutes of County Legislative Bodies -  
Board Policy 3.34

[← Previous Policy Manual Section](#)

[Next Policy Manual Section →](#)

### **3.34 FORM AND CONTENT OF MINUTES OF COUNTY LEGISLATIVE BODIES (Adopted 2-27-01; Amended 2-10-09; Amended 11-22-11; Amended 6-9-15; Amended 4-12-16)**

The Rules of the Board of Supervisors, Santa Clara County Ordinance Code, and California Government Code require that the Clerk of the Board, or deputy clerk designee, attend all regular and special open meetings of the Board of Supervisors and record the proceedings.

In particular, Government Code § 25101 requires that the Clerk of the Board shall “keep and enter in the minute book of the Board a full and complete record of the proceedings, including the entry in full of all resolutions and of all decisions on questions concerning the allowance of accounts.” With the approval of the Board of Supervisors, the Clerk of the Board may keep a resolution book in which all resolutions are kept, rather than entering them in full in the minute book. Where this approval has been given, the resolutions can be referred to in the minute book by number and subject reference.

The law also requires that the minute book be kept in the custody of the Clerk and available for public inspection during normal business hours.



## County of Santa Clara

Policy Name: Form and Content of Minutes of County Legislative Bodies -  
Board Policy 3.34  
Page 2 of 8

The purpose of this policy is to set forth the form and content of the Clerk of the Board minutes which will fulfill the legal requirement that a "full and complete record of the proceedings" at all Board of Supervisors open meetings is maintained. By adopting this policy, the Board of Supervisors gives its approval for the Clerk of the Board to keep a "resolution book" pursuant to Government Code § 25102.1, thereby eliminating the need to set forth "in full" in the minute book the text of each resolution passed and adopted by the Board of Supervisors.

### **3.34.1 Content of Minutes**

The Clerk of the Board, or deputy clerk designee, shall enter into the minute book a full and complete record of the proceedings of each regular or special open meeting of the Board of Supervisors.

The Clerk shall prepare and distribute summary action minutes (minutes) of the Board of Supervisors' open meetings. The summary action minutes shall consist of the brief statement of each item posted on the agenda plus all motions, resolution and ordinance numbers related thereto, recusal information, all votes recorded thereon, and the final action taken by the Board, including any referrals or direction to Administration included as part of the motion. The minute book entry recorded for each meeting shall be the webcast video of the meeting, coupled with written minutes in summary action minute format.

The Clerk of the Board, or deputy clerk designee, may maintain discretion to include any other entries in the minute book not required to be included under the above provisions but which concern statements, information, or events occurring during an open Board meeting which the Clerk of the Board determines should be included in the minutes. For open sessions held solely for the purpose of recessing into a closed session, the County



Counsel or designee shall attend and document the information for the open session minutes.

Open sessions held for the purpose of recessing into a closed session and open sessions held for the purpose of training are not webcast.

### **3.34.2 Content of Other Legislative Body Meeting Minutes**

The Clerk of the Board, or deputy clerk designee, shall attend each regular and special open meeting of the Board of Supervisors' policy committees and enter into the minute book a full and complete record of the proceedings of each such meeting. The minute book entry recorded for each meeting shall be the webcast video of the meeting coupled with written minutes in summary action minute format.

For open sessions of Board of Supervisors' policy committees held solely for the purpose of recessing into a closed session, the County Counsel or designee shall attend and document the information for the open session minutes. Open sessions of Board of Supervisors' policy committees held solely for the purpose of recessing into a closed session are not webcast.

The Clerk of the Board, or deputy clerk designee, shall attend each regular and special open meeting of the various advisory boards and commissions assigned to the Clerk of the Board, and certain corporations, task forces, and other bodies established by the Board of Supervisors, and enter into the minute book a full and complete record of the proceedings of each such meeting. If the meeting is webcast, the minute book entry recorded for each meeting shall be the webcast video of the meeting coupled with the written minutes in summary action minute format.

For other legislative bodies not staffed by the Clerk of the Board, the assigned departmental staff shall clerk the meetings. If the meetings of the



## County of Santa Clara

Policy Name: Form and Content of Minutes of County Legislative Bodies -

Board Policy 3.34

Page 4 of 8

legislative body are webcast, the minute book entry recorded for each meeting shall be the webcast video of the meeting coupled with written minutes in summary action minute format. The summary action minutes shall consist of a brief statement of each item posted on the agenda which shall include all motions, resolution and ordinance numbers related thereto, recusal information, all votes recorded thereon, the final action taken by the legislative body, and any referrals or requests to Administration, included as part of the motion.

For all meetings of all legislative bodies that are not webcast, the minute book entry recorded for each meeting shall be the written minutes which contain the following information:

(A) Opening of the Meeting

- (1) The date and time the meeting is called to order; and
- (2) The roll call.

(B) Late Arrivals

- (1) The time and Agenda item number during which any member joins the meeting after roll call.

(C) Public Comment Presentations

- (1) The number of individuals that address the body;
- (2) A brief summary of the subject matter (any matter not on agenda); and,



## County of Santa Clara

Policy Name: Form and Content of Minutes of County Legislative Bodies -  
Board Policy 3.34  
Page 5 of 8

- (3) Any Board referrals, including to which committee, department and/or person the referral is addressed, and any due date(s) and time(s) directed for report delivery.
- (D) Approval of the Minutes
- (1) Any action taken on the approval of prior meeting minutes, and if approved, the motion, second, and vote outcome, including any no vote, abstention, and absence of a member previously present in the meeting.
- (E) Approval of Consent Calendar Items
- (1) The Agenda number of each item scheduled as part of the consent calendar approval;
  - (2) The description of each item scheduled as part of the consent calendar approval as listed on the agenda;
  - (3) The Agenda number of each item removed from the consent calendar approval. Such items will then be documented in the minutes as agenda items discussed and/or considered;
  - (4) Recusal information for each item remaining on the consent calendar approval; and,
  - (5) The motion, second, and vote outcome – including any no vote or abstention for each item voted on as part of the consent calendar approval, and absence of a member previously present in the meeting.
- (F) Agenda Items Discussed/Considered



## County of Santa Clara

Policy Name: Form and Content of Minutes of County Legislative Bodies -  
Board Policy 3.34  
Page 6 of 8

- (1) The Agenda item number;
  - (2) The description of the item as listed on the Agenda;
  - (3) Recusal information; and
  - (4) The motion, second, and vote outcome, including any no vote, abstention, and absence of a member previously present in the meeting.
  - (5) Any referrals, including to which committee, department, and/or person the referral is addressed, and any due date(s) and time(s) directed for report delivery.
- (G) A brief synopsis of any announcements and/or correspondence.
- (H) Adjournment: time that the meeting adjourned, the date and time of next meeting, and the name and title of who adjourned the meeting.

### **3.34.3 Form of Minutes**

The minutes shall be recorded in written form and, following approval by the legislative body, posted on the same web site as the agenda of the body. The written minutes, with a full and complete archived webcast of the meeting if available, shall constitute the minute book. As such, the Clerk of the Board shall convert the webcast video to new and appropriate technologies as available and necessary.

- (A) Verbatim Minutes



## County of Santa Clara

Policy Name: Form and Content of Minutes of County Legislative Bodies -  
Board Policy 3.34  
Page 7 of 8

- (1) Upon the request of any member of the Board of Supervisors, the County Executive, or County Counsel, the Clerk of the Board shall prepare verbatim minutes of any agenda item for meetings that are webcast and are clerked by the Clerk of the Board.

### 3.34.4 Availability to the Public

For Board of Supervisors, Board Policy Committees, and other legislative bodies clerked by the Clerk of the Board, the Clerk of the Board shall keep custody of a copy of the minute books, to be made available for public inspection during normal business hours, and members of the public may contact the Office of the Clerk of the Board to make arrangements to review them.

For other legislative bodies not staffed by the Clerk of the Board, the assigned departmental staff shall keep custody of a copy of the minute books, to be made available for public inspection during normal business hours.

### Related Policies

None.

### Related Forms and Information

None.

### History

Date	Changes Made
4/12/2016	Policy Amended. <a href="#">View legislative file.</a>
6/9/2015	Policy amended. <a href="#">View legislative file.</a>



## County of Santa Clara

Policy Name: Form and Content of Minutes of County Legislative Bodies -

Board Policy 3.34

Page 8 of 8

1/28/2014	Policy Uploaded. (John Myers)
11/22/2011	Policy Amended. <a href="#">View legislative file.</a>
2/10/2009	Policy Amended. <a href="#">View legislative file.</a>
2/27/2001	Policy Adopted. <a href="#">View legislative file.</a>