

## **Content of Minutes**

*Q: Are minutes required for all meetings?*

A: Yes even closed meetings.

*Q: What must be in the minutes?*

A: Public meeting minutes must contain the following:

1. The date, time, and place of the meeting.
2. The names of the council members present and absent.
3. The substance of the matters discussed including a record of how each council member voted on any item.
4. The names of any persons who speak at the meeting and the substance, in brief of the comments made.
5. Any other information that any council member requests to be put in the minutes.

Closed meeting minutes must contain the following:

1. The date, time, and place of the meeting.
2. The names of the council members present and absent.
3. The names of others present unless their disclosure would interfere with the purpose of the closed meeting.

*Q: Must the minutes be a verbatim transcript of the meeting?*

A: No. The minutes need only contain the substance of the discussion.