

## Boyd, John

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**From:** Cummings, Teri  
**Sent:** Thursday, March 29, 2018 6:05 PM  
**To:** Boyd, John  
**Subject:** Council rules for minutes approved Nov 2017

Hi John,  
Please share this information with CCI members.  
Thank You,  
Teri

Boards and Commissions are expected to follow Council rules. The requirement for minutes are on page 12 of Council Rules:

"Minutes will be taken in accordance with ORS 192.650 (1). Minutes shall include the following information: (1) Members present; (2) Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; (3) Results of all votes and the vote of each member by name; (4) The substance of any discussion on any matter; and (5) A reference to any document discussed at the meeting. All City Council meetings shall be either audio or audio and video recorded unless the Council determines that written minutes are sufficient for a specific meeting. Staff will post Draft Minutes online within two weeks of the meeting. Minutes will remain draft until approved."

**Teri Cummings**  
*West Linn City Councilor*  
City Council  
[#6005](#)



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