

## Board Packets, Minutes and Board Meeting Video Recording

### Background:

1. Comprehensive board packets, accurate board minutes and board meeting video recordings allow the business of the Township to be conducted in a transparent and efficient manner.
2. A common set of expectations helps the Board members to work together.
3. Communication in between Board Meetings and at Board Meetings is necessary and should be both effective and in conformance with the Open Meetings Act.
4. Board Meeting minutes serve three purposes: 1) to record what was done and why, so that Board members and others can remember it later; 2) and to allow the public to read and understand the actions of the Board and 3) to comply with the provisions of the Open Meetings Act.
5. Roberts Rules of Order states that the Board meeting minutes should reflect "what was done, not what was said." Section 2-.06 of the Illinois Open Meetings A requires that the minutes include 1) the date, time and place of the meeting; 2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and 3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

### Policy:

1. Any Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Township business in the Board Packet, provided that the Board Member gives the information to the Township Clerk at least six days prior to the Board meeting.
2. Any Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Board meeting discussions, that were included in the Board packet to be appended to the Meeting Minutes.
3. Robert's Rules states that the Clerk is to record *motions* in the minutes exactly as made by the movant at the meeting. Since the purpose of the minutes is to document what took place and provide a means for the reader to understand the workings of the Township, the Township Board has authorized the Clerk to record motions in the Meeting minutes so that they are correct, concise, unambiguous and easily understood by the reader.
4. A verbatim indexed video recording of all monthly open session Board meetings shall be posted on the Township website by the end of the business week.
5. Meeting minutes shall reflect a summary of was discussed in connection with each agenda item discussed as required by Section 2.06 of the Open Meetings Act. The summary of the discussion is intended to convey to the reader, and to remind the board members later, what was done and why. It is not intended to be a duplicative verbatim record of statements at the board meeting duplicative of the board meeting videotape.
8. No member of the public or Elected Official shall be allowed or encouraged to grandstand through the meeting.
9. Meeting minutes are never intended to embarrass an Elected Official or to award debating points.
10. An individual Board member may request a roll call vote on any matter of substance.