

CHESTER HEIGHTS BOROUGH
RESOLUTION 2019 - 10-19-13

A RESOLUTION OF COUNCIL OF THE BOROUGH OF CHESTER HEIGHTS, DELAWARE COUNTY, PENNSYLVANIA ESTABLISHING A POLICY FOR COUNCIL MEETING MINUTES

WHEREAS, generally the Pennsylvania Sunshine Act, 65 Pa.C.S. Sections 701-706 requires notice of the date, time and location of a "public meeting" which is defined as a pre-arranged gathering of an agency attended or participated in by a quorum of the members of an agency for deliberating agency business or taking official action; and

WHEREAS, the term "official action" encompasses a vote taken by members of Council on any motion, proposal, regulation, rule, resolution, ordinance, report or order; and

WHEREAS, pursuant to the Borough Code, Section 3301.1, Council may adopt Resolutions for Council public policy or approving administrative rules arising under state statutes; and

WHEREAS, the Chester Heights Borough Council (the "Council") acknowledges that meeting minutes recording the actions taken by Council at a public meeting are a fundamental part of the Council meeting process ; and

WHEREAS, Council desires to establish a policy for meeting minutes to allow for the orderly, professional and efficient means of drafting, preparing, approving and publishing meeting minutes; and

WHEREAS, Council acknowledges the Robert Rules of Order (Robert Rules of Order Newly Revised 11th Edition,) as the general guide for parliamentary procedure; and

WHEREAS, Council further acknowledges Jurassic Parliament 's Guidelines for Meeting Minutes in Local Government which sets forth procedures small local governments may consider to follow in drafting, reporting, processing, recording, approving , revising and publishing meeting minutes; and

WHEREAS, the Council desires to establish and adopt a policy for its Meeting Minutes; and

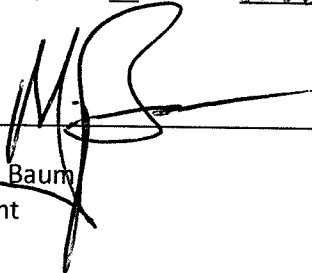
NOW, THEREFORE, be it resolved that:

1. Meeting Minutes ("Minutes") are taken to record the substance of each public meeting. Minutes shall record the time, date, place of the public meeting, the names of the members present, the substance of all official action taken during the meetings and record how everyone voted. The Minutes shall contain the names of all citizens who appeared officially and the subject of their testimony. Minutes are not transcripts detailing what everyone said. Minutes will contain a record of actions and will not include comments by individuals. Tape recordings of each meeting ~~may~~ ^{will} be made for the convenience of the Borough Secretary. Official copies of Minutes are available after Council has approved them at the following meeting. The official Minutes and the unofficial recording, if made, will be available to the public and posted on the Borough website, www.chesterheights.org, within 2 days after approval by Council.

ASB

2. Council adopts the Robert Rules of Order (Robert Rules of Order Newly Revised, 11th Edition, RONR (11th ed. p. 468- 476) for Council Meeting Minutes and the Guidelines for Meeting Minutes in Local Government as recommended by Jurassic Parliament. A copy of said Guidelines are incorporated herein as Exhibit "A"
3. The rules may be revised from time to time by motion of council

RESOLVED, THIS 7th DAY OF October 2019.



Drew J. Baum
President

Attest:



Susan Timmins
Borough Secretary



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course/](https://jurassicparliament.com/roberts-rules-free-email-course/))

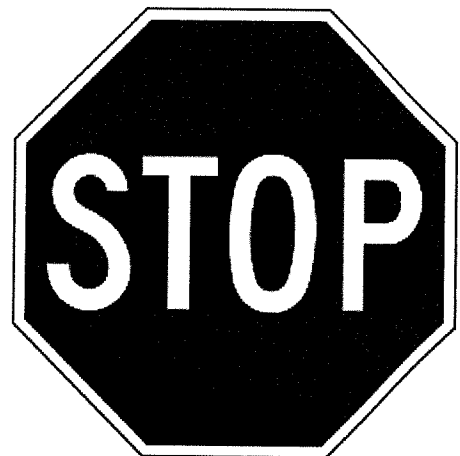
Don't put these 6 items in the minutes!

By Ann Macfarlane (<https://jurassicparliament.com/author/ann-macfarlane/>) |
August 21, 2019

([http://s3.temporary-access.com/~jurassic?
attachment_id=2573](http://s3.temporary-access.com/~jurassic?attachment_id=2573)) There are half a dozen things
that DO NOT BELONG in your minutes. Here they
are.

1. Things that didn't happen don't belong in the minutes

This may sound unlikely, but we have seen
instances where after the meeting, the chair or a
board member wants to put something in the minutes that didn't actually happen.
Don't do it! Minutes are the official and legal record of your meeting. It is crucial that
they be accurate.



2. Discussion doesn't belong in the minutes

The purpose of minutes is to record the actions taken by the body. Yet somehow there is a tide that sweeps people away into writing down what Member A said, and then what member B said, and so on. These detailed minutes are a bad idea! Read our blog post about why. (<https://jurassicparliament.com/detailed-minutes-put-your-board-at-risk/>)

If you want to include reasons for a decision in the minutes, we recommend adding a preamble to your motion that explains the thought process behind it. If you want to demonstrate that you did due diligence, use summary minutes (read explanation here). (<https://jurassicparliament.com/summary-minutes/>)

3. Personal remarks don't belong in the minutes

It is a big mistake to include personal opinions in the minutes. The clerk/secretary must not editorialize, and members' personal remarks should not be included. Read our blog entry here (<https://jurassicparliament.com/meeting-minutes-content>) for an interesting example of the political problems this can present.

4. Putting something "on the record" doesn't belong in the minutes

Having watched too much CSPAN, board members and elected officials sometimes want to put something "on the record." Including something in the minutes is a privilege of the body, and technically speaking, a board or council could vote to allow this. Again, don't do it! Turning the record of official actions into a platform for personal opinion is a mistake.

5. Details of amendments don't belong in the minutes

The clerk/secretary must keep careful track of amendments during discussion. Once the motion is adopted, however, the details of who proposed what, and who voted how, do not belong in the minutes. Instead, this phrase can be used: "After discussion and amendment, the following motion was adopted..."

6. Minor procedural motions don't belong in the minutes

There is no need to include the fact that an agenda was adopted, or that the question was called, in the minutes. These are minor procedural motions and a record of them is not needed.

So what exactly DOES belong in the minutes? Read our explanation here. (<https://jurassicparliament.com/what-to-include-in-meeting-minutes/>)

Are there other things that DON'T belong in minutes? Let us know! (<http://s3.temporary-access.com/~jurassic/contact/>)

And if you are in local government, here are our Guidelines for Meeting Minutes in Local Government. (<https://jurassicparliament.com/meeting-minutes-local-government/>)

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First name

Your email

Posted in Meeting Minutes (<https://jurassicparliament.com/category/meeting-minutes/>) and tagged clerk (<https://jurassicparliament.com/tag/clerk/>), discussion (<https://jurassicparliament.com/tag/discussion/>), highlight (<https://jurassicparliament.com/tag/highlight/>), local government (<https://jurassicparliament.com/tag/local-government/>), meeting minutes (<https://jurassicparliament.com/tag/meeting-minutes/>), nonprofit board