

Meeting Minutes Requirements  
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Minutes are the official record of meeting proceedings. Meeting minutes are required for every Commission convening, including special and committee meetings.

**“Meeting” Defined** ([Source](#))

- A meeting occurs whenever a majority of the members of a policy body come together at the same time and place (Admin Code § 67.3(b)(1)).
- A meeting occurs even if the policy body takes no action but only gathers information collectively or discusses an issue.
- A meeting may also occur under certain circumstances even if a majority of the members are not physically together at the same time and place.

**Contents of Minutes**

The Elections Commission follows two procedures for meeting minutes: the San Francisco Sunshine Ordinance and the Elections Commission bylaws.

*Sunshine Ordinance Requirements*

The [San Francisco Sunshine Ordinance](#) Section 67.16 outlines legally-binding requirements for meeting minutes. The minutes shall state:

- The time the meeting was called to order.
- The names of the members attending the meeting.
- The roll call vote on each matter considered at the meeting.
- The time the board or commission began and ended any closed session.
- The names of the members and the names, and titles where applicable, of any other persons attending any closed session.
- A list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, and a brief summary of each person’s statement during the public comment period for each agenda item.
- The time the meeting was adjourned.

Additionally, any person speaking during a public comment period may supply a brief written summary of their comments which shall, if no more than 150 words, be included in the minutes.

The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting. The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at

which the minutes are adopted. Upon request, minutes required to be produced by this Section shall be made available in Braille or increased type size.

### *Elections Commission Bylaws*

Article XII of the Elections Commission bylaws states that “meetings shall be governed by the most recent edition of Roberts Rules of Order Newly Revised.”

Robert’s Rules (Section 48:1-16) state that “the minutes should contain mainly a record of what was *done* at the meeting, not what was *said* by the members.” Minutes are not transcripts of meetings; rather, the document contains a record of actions taken by the body, organized by the meeting’s order of business (agenda).

All motions should be captured in the minutes, including the mover’s name, facts as to whether the motion may have been debated or amended, the final vote tally, and results.

Additional rules and practices relating to content of meeting minutes may include:

1. The hour of adjournment should be listed at the end of the document.
2. Names and subject of a guest speaker should be included where feasible and provided.
3. Minutes should be signed by the secretary.
4. The format of content under each agenda item should be written in paragraphs, organized by sub-topics.

A formal motion to approve the minutes is not necessary, however proposed corrections to minutes should be unanimous (Roberts Rules 41:6-11). If no member has objected or proposed comments or amendments, the chair can solicit general consent in lieu of a formal vote.

When meeting minutes are approved, the word *Approved* next to the secretary’s initials and date should be listed on the top of the final document.