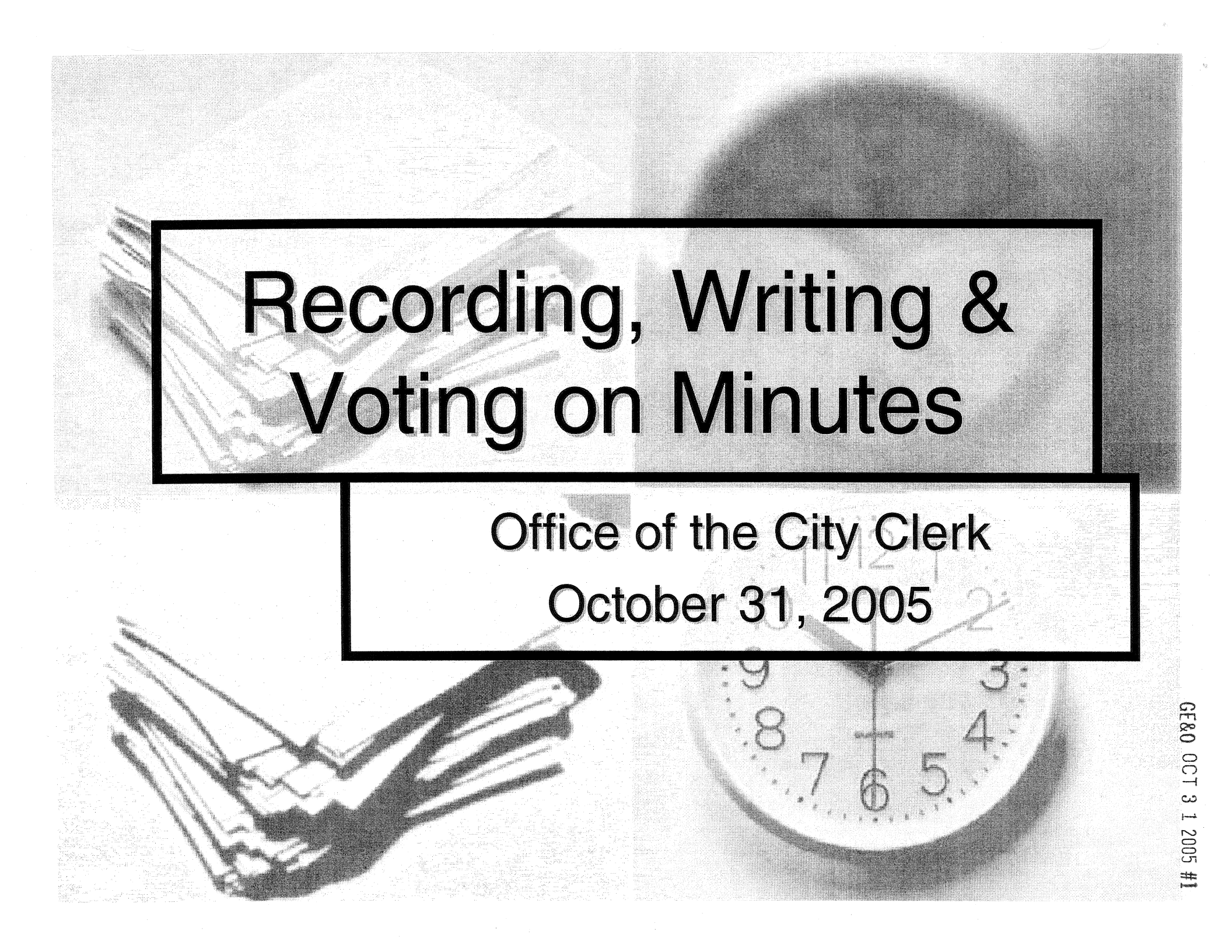
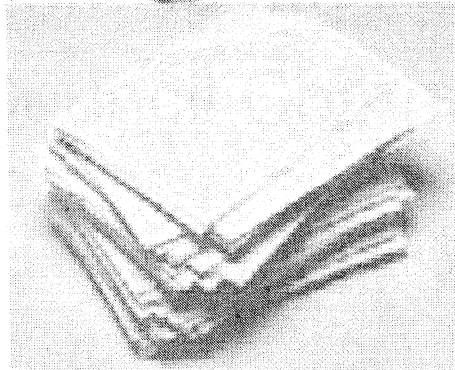
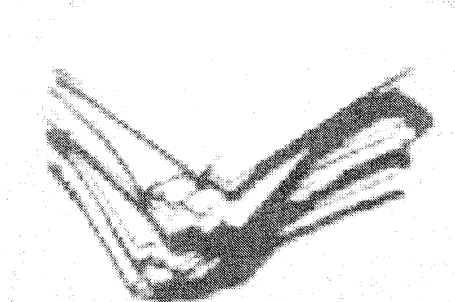
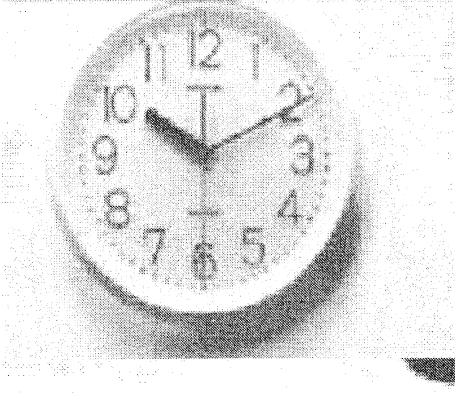
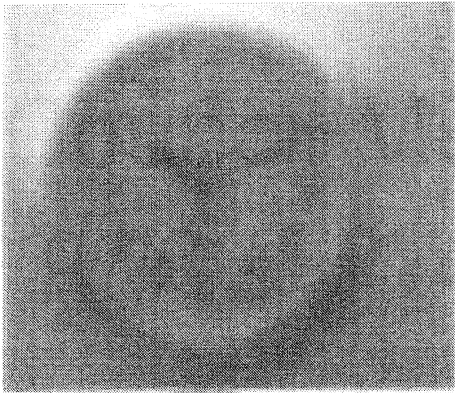


The background of the slide is a grayscale photograph. On the left side, there is a stack of papers or documents, some of which are slightly fanned out. On the right side, there is a round analog clock with a white face and black numbers. The clock's hands are visible, and the time appears to be around 10:10. The overall image has a grainy, halftone-like texture.

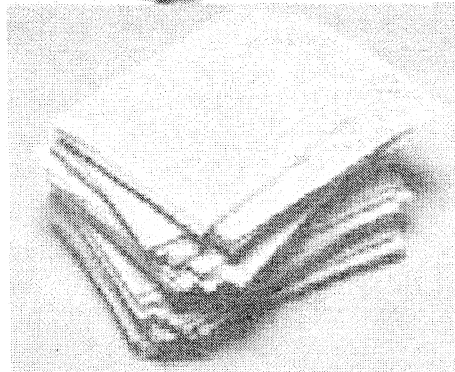
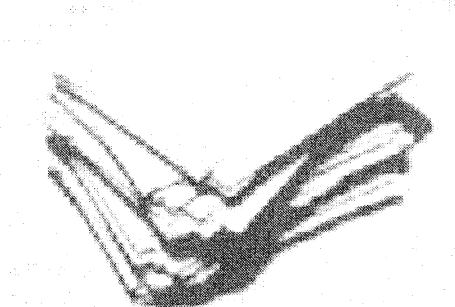
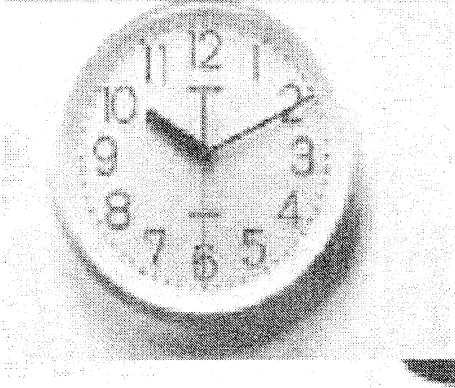
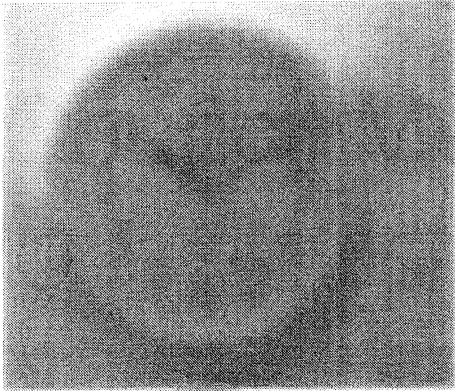
Recording, Writing & Voting on Minutes

Office of the City Clerk
October 31, 2005



City Council Meetings *Recording*

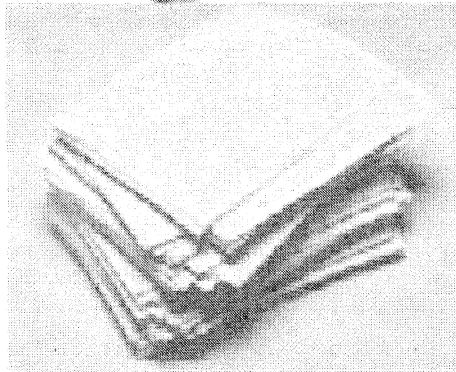
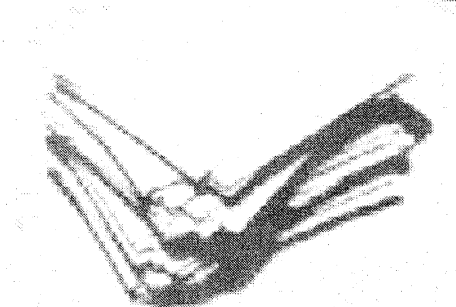
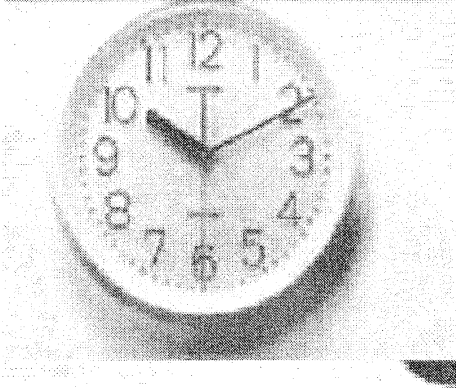
- Legislative Recorders/CD-Rom Recording
- Capture:
 - Motion
 - Motion-maker/second
 - Direction to Staff
 - Non-Agenda Comment
 - Council Comment



City Council Meetings

Writing

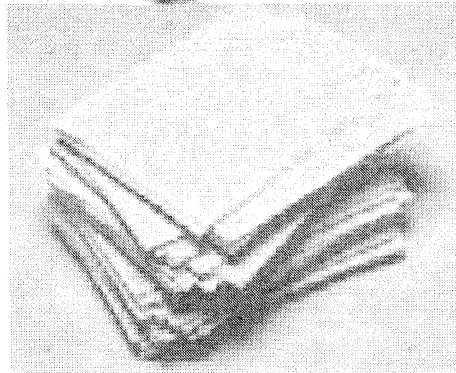
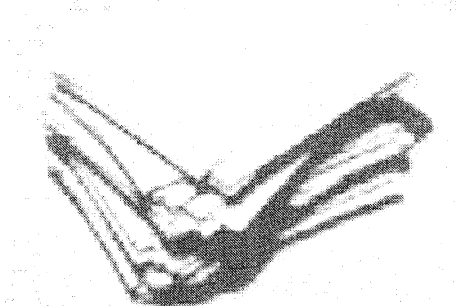
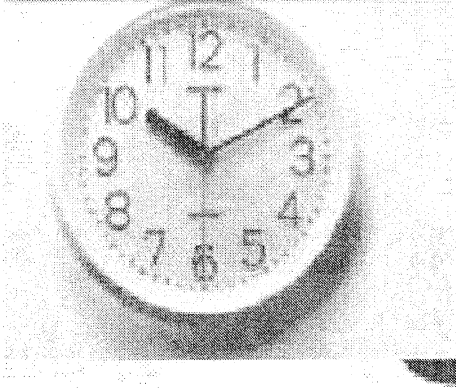
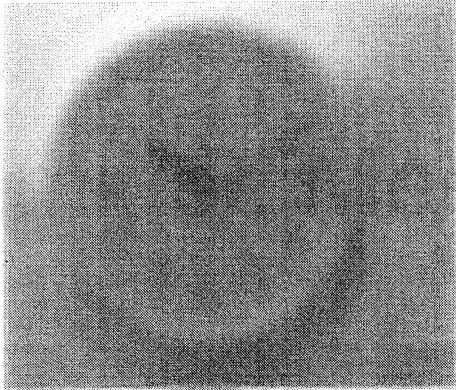
- Results Sheets
- Minutes
 - Motion-driven
 - Roberts Rules of Order



City Council Meetings

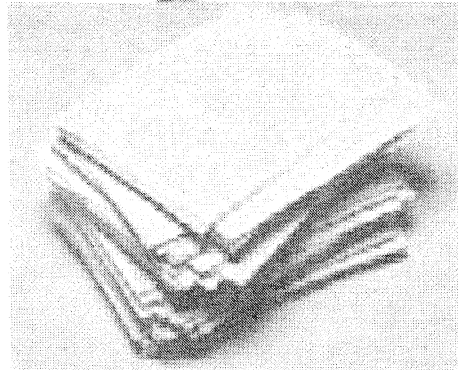
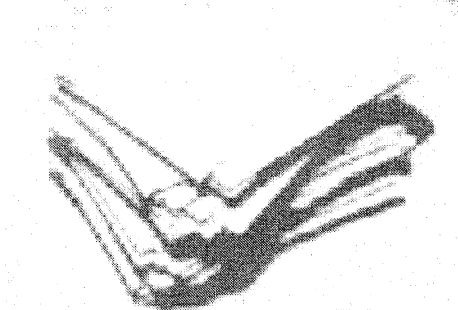
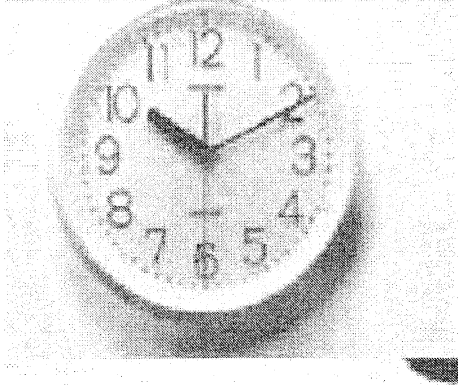
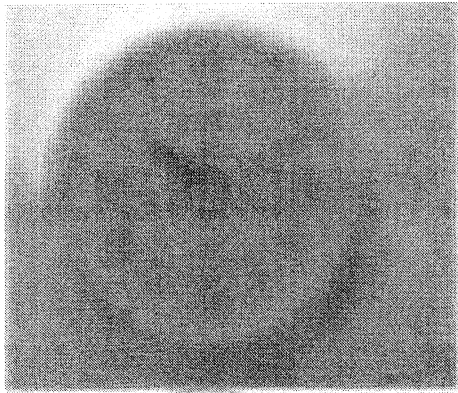
Voting

- Docketed: Special Order of Business
- Roberts Rules
 - Unanimous or Common Consent
- Common Practice
 - Motion/Vote



Committee Meetings

- Recording – Records Meetings from Office
- Writing – Committee Consultant “Record of Action”
- Voting



Conclusion

- City Council/Committee Meetings Minutes are guided by:
 - City's Municipal Code
 - City Charter
 - Robert's Rules of Order