



**RESOLUTION
2022-003**

A Resolution to Address Accessibility of Council Minutes

WHEREAS the Charter of the Town of Townsend states in Section 9.4.1.

It shall be the duty of the Town Clerk to compile and reproduce the minutes of official meetings as well as ordinances, regulations, orders, rules or other decisions adopted by town governmental bodies. The Town shall have a reasonable number of copies printed for the use of the officials of the Town and for public information. Copies of such documents shall be made available to private person at a reasonable cost. At least two copies of the Charter, which shall have incorporated within it all amendments enacted by the General Assembly, shall be kept at the town office. Such copies may be typed, written, photographic processed or a combination of both. The Town Clerk shall make such further copies of the Charter, from time to time, as may be necessary. Copies of the Town Charter shall be available for the perusal of the town citizens.; and

WHEREAS, , minutes or meeting summaries are required by FOIA; and

WHEREAS, the Town of Townsend actively maintains a Town website; and

WHEREAS, there is currently no requirement to make minutes readily available on the website; and

WHEREAS, , it is generally understood under Robert's Rules that "minutes" are summaries of what is accomplished at meetings, not what is said; and

NOW, THEREFORE, BE IT RESOLVED that:

1. The Town Clerk shall prepare minutes using the summary style provided in Roberts Rules of Order." Robert's Rules of Order Online - Officers and the Minutes (rulesonline.com), Section 60.
2. The minutes shall be prepared for comment five days prior to the regular meeting of the Council, so that all Councilmembers have ample time to read and provide any notes directly to the Town Manager. In the event that this deadline cannot be met, the Town Manager will alert Town Council in a timely manner and will advise when this deadline can be met.
3. When approved, the minutes for all meetings (Regular, Special and Committee) shall be posted on the website attached to the appropriate section (Previous Meetings / Minutes).

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this __ day of __ 2022.

Passed and Approved This ____ day of _____ 2022.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Mariaelena Rivera, Town Clerk

Vote of Council	Yea	Na	Abs
Mayor Lobdell	-	-	-
CM E. Dugan			
CM J. Mertz			
CW E. Clarke			
CW S. Rojas			

DRAFT