

*Photo: Town Clerk*

*2/2/16*

TOWN OF CORNWALL POLICY AND PROCEDURE  
ON KEEPING MINUTES OF TOWN BOARD MEETINGS.

1. Minutes of Town Board shall record all motions, resolutions and orders and the vote thereon, including the names of the persons who moved and seconded the same.

2. Motions, resolutions and orders shall be memorialized in the minutes without recording the Town Board Members' discussion thereon unless the Town Board resolves that discussion or a particular statement on a motion, resolution or order shall be recorded in the minutes.

3. All other Town Board Members' discussion shall be memorialized in the minutes by identifying the agenda item or topic under discussion and providing a brief summary of the discussion unless the Town Board resolves that the discussion shall be recorded in the minutes.

4. Public comment at Town Board meetings will be memorialized by recording the speaker's name and providing a summary of the comment offered. In the event that a written statement is submitted by a member of the public offering comments, receipt of the written statement shall be noted in the minutes and the written statement shall be kept on file as correspondence received by the Town Board but shall not be part of the official minutes unless the Town Board directs that the written statement be "read into the minutes."

5. Draft minutes of all Town Board meetings will be prepared. Such minutes will be marked "Draft Minutes". The Draft Minutes shall be posted on Town's website as feasible.

6. The Town Board shall review, correct and approve all Draft Minutes of Town Board Meetings. Once approved by the Town Board, the text of the Draft Minutes shall be revised to set forth the corrections that the Town Board approved. The Approved Minutes shall replace the "Draft Minutes" on the Town's website and shall be entered in the official Town minute book the "Approved Minutes" for the Town Board Meeting for which they were taken.