

## Amy Harvey

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**From:** CHRIS BLUE  
**Sent:** Wednesday, March 08, 2023 3:27 PM  
**To:** Ross Tompkins; Pam Hemminger; Adam Searing; Amy Ryan; Camille Berry; Jess Anderson; Karen Stegman; Michael Parker; Paris Miller-Foushee; Tai Huynh; Town Council  
**Cc:** Mary Jane Nirdlinger; Loryn Clark; Ann Anderson; Amy Oland; Brian Litchfield; Dwight Bassett; Sarah Vinas; Britany Waddell; Amy Harvey; Jeanne Brown; CHRIS BLUE  
**Subject:** RE: Responses to Council Questions 03-08-23

All: Here is one more question and response.

**Council Question/Request:** If during the meeting, I have a printed copy of my remarks, can I ask that they be entered into the minutes of the meeting?

**Staff response:** The Town Clerk accepts printed remarks and emails from the public, presentations, and other additional Council meeting materials. Post-meeting, we publish them with the related item. And we could include Council member printed remarks in the minutes, but we do not recommend this practice because Council members may edit comments within the moment, thus creating an inaccuracy. To reconcile an inaccuracy causes delay in minutes adoption. It is also contrary to the School of Government guidance provided below:

Trey Allen said, "... minutes "should contain mainly a record of what was *done* at the meeting, not what was *said* by the members." *Id.* at 733 (quoting Robert's Rules of Order Newly Revised § 47, at 458 (9th ed. 1990)). In other words, minutes should "reflect matters such as motions made, the movant, points of order, and appeals – not . . . show discussion or the absence of action." *Id.* The court pointed to the purpose of minutes, which is "to provide a record of the *actions taken* by a board and evidence that the actions were taken according to proper procedures." *Id.* (internal quotation marks omitted)." in the [Coates' Canons NC Local Governmental Law Blog post "What are "Full and Accurate" Minutes?"](#)

Ultimately, the minutes belong to the Council, that determines the level of desired detail. At the direction of the Council, the Town Clerk provides summary minutes of Council meetings.

See you tonight.

CB

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