

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Administration/General
(County Administrator/County Clerk)

Policy No. **15**

SPECIFIC SUBJECT: Minutes Policy

Adopted: 09/15/1992

Revised: 12/17/2013

APPLIES TO: Leelanau County Employees charged with the responsibility of recording meeting minutes

PURPOSE: Minutes are recorded to provide an accurate written history of the proceedings of the Leelanau County Board of Commissioners. Minutes of the Leelanau County Board shall include those official actions taken by the Leelanau County Board. Minutes taken of the Leelanau County Board of Commissioners shall comply with the applicable provisions of the Rules of Order and Procedure of the Leelanau County Board of Commissioners as most recently adopted.

1. All meetings of the Leelanau County Board of Commissioners and regularly scheduled subcommittee meetings will be tape recorded by the individual charged with responsibility of recording the minutes of the meetings. The purpose of tape recording of the proceedings is to help the recorder when preparing the minutes.
2. A notice on the agenda shall state that the proceedings of the meeting are being recorded.
3. The notice shall also state that the tape recording is not the official record of the meeting, the formally approved/accepted written copy of the minutes will be the official record of the meeting.
4. All tapes recorded of Leelanau County Board of Commissioners and subcommittee meetings shall be held in the custody of the recorder until minutes are approved. Said tapes shall not be changed or altered in any way during the retention period.