



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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| <b>Subject:</b><br><b>BOARDS, COMMISSIONS, &amp; COMMITTEES –<br/>MINUTES OF MEETINGS</b> | <b>Policy Number</b><br><b>I-2</b>        | <b>Page Number:</b><br><b>1 of 1</b> |
|   | <b>Date Adopted:</b><br><b>12/22/1987</b> | <b>Revised Date:</b>                 |

**BACKGROUND:**

The Board of Supervisors appoints members of the public and County staff to serve on ad hoc as well as ongoing boards, commissions and committees. There is a need for the Board to be able to monitor the actions and activities of the boards, commissions and committee as a whole.

**POLICY:**

Boards, commissions and committees which are formed by and report directly to the Board of supervisors may file with the Board Clerk summary minutes of their meetings, if minutes are prepared. The intent of this policy is to keep Board members informed regarding the progress of various boards, commissions and committees.

**PROCEDURE:**

The summary minutes shall indicate the date, time and location of the meeting; list the attendees (members and non-members); list the items on the agenda and indicate any actions taken. The minutes should be concise and may be in outline form.

Minutes should be sent to the Board Clerk within a reasonable time after formal approval of the minutes by the appointed board, commission or committee. The Board clerk will place such minutes in the Board of Supervisors' reading basket.

**Primary Department:** Board of Supervisors

**References:** None