



## Agenda Item Summary

---

**File #: 24-00593**

**Agenda Date: 6/25/2024**

---

**Agenda Item Name:**

**Board Rules of Procedure Amendments**

**Presenter:**

Sylvia E. Torres, County Attorney

**Description:**

Amendments of Alachua County Board of County Commissioners' Rules of Procedure

**Recommended Action:**

Adopt resolution 2024-XX, amending Board Rules of Procedure

**Prior Board Motions:**

**Fiscal Note:**

N/A

**Strategic Guide:**

All Other Mandatory and Discretionary Services

**Background:**

The Alachua County Board of County Commissioners utilizes Rules of Procedure to facilitate the efficient transaction of the public's business. The Board's Rules of Procedure provide guidelines for the conduct of its meetings. The Board wishes to amend its Rules of Procedure.

This amendment relates to the keeping of the Board minutes of the meeting by the Clerk of Court. This amendment is supported by the Clerk, as minutes are the Clerk's responsibility and within his authority. This amendment recognizes that minutes are a short, clear record of what was *done* at a meeting. Per this collaborative amendment, the Clerk will accept and store separately, in the record of the meeting, all meeting documents and exhibits (*i.e.*, documents and exhibits which were not part of the published agenda but are presented to the Board during the course of a Board meeting). The Clerk will also identify in the minutes of the meeting, along with other action *done* during a meeting, that documents and exhibits were presented to the Board and received by the Clerk.