

Minutes Checklist*

Adapted from T. Allen, "Full and Accurate" Minutes: A Primer, Local Government Law Bulletin, Jan. 2019 (UNC School of Government)

I. Basic Meeting Information

- Meeting date, time, and location
- Meeting type (regular, special, emergency, recessed, closed)
 - For a special meeting, copies of the posted notice and the notice sent to the sunshine list
 - For an emergency meeting, a copy of any written notice provided to media organizations
- If all members participated remotely during a state of emergency, a notation to that effect, and:
 - Identity of official who declared the state of emergency (Governor, General Assembly)
 - The website address or other link where the public could access the livestream (Simultaneous live streaming is required for remote meetings held during a declared emergency)
 - Other means provided for the public to access the meeting, if any
 - Method used to provide for simultaneous communication between members (conference telephone, conference video, other electronic means)

II. Attendance

- Names of all members present and whether they constituted a quorum
- Names of any absent members
- Names of any member(s) who participated remotely
 - Method used to provide simultaneous communication with other members
 - A description of any restrictions placed on the member's participation
 - Note any interruption to or discontinuation of the member's participation, including beginning/end time
- Name of chair and secretary (supt) or those who substituted for them, if not present
- Name of any member who left early and time of departure

III. Action Taken on Previous Minutes (approval as is or corrected)

IV. Public Comment Period (if applicable)

- Beginning and end times and number of people who spoke

V. Motions

- Maker and precise wording of each motion w/ amendments (as restated by the Chair when applicable)
- If a second was required, whether it was received
- Disposition of each motion (approved, failed, died for lack of second, referred, postponed indefinitely, laid on table)

VI. Results of All Votes Taken

- Whether the motion passed or failed (numeric vote totals preferred)
- How each member voted, if required by local policy or if written ballot was used
- (If applicable) If the minutes record an affirmative vote based on a member's unexcused failure to vote, a notation to that effect

VII. Disposition of Other Agenda Items Not Already Addressed (e.g., presentations/information items)

VIII. Any Notice Given at the Meeting (e.g., previous notice for actions to rescind/amend a prior action)

IX. Copies of Contracts, Bids, Reports, etc. Presented in Open Session (or note location if not attached)

X. All Points of Order (question whether proper procedure is being followed) and Appeals and Their Outcomes

XI. Time of Adjournment

** If a closed session is held, the board must keep a general account of the session. The minutes may serve as the general account if they include a general narrative of the discussion sufficient that a person not in attendance would have a reasonable idea of what transpired.*