

12. Polling for Special Meetings

"Polling" members to determine their vote is **not** permitted because no discussion or testimony is possible. In instances where the board desires a prompt advisory recommendation and there is no time to consider the City Commission's request at a regular meeting, a special meeting should be called. If a quorum cannot be assembled for a special meeting, the staff person/City Recorder so advises the City Commission and indicates the date that the board, committee or City Commission is expected to be able to consider the issue.

13. Minutes

Pursuant to ORS 192.650, the staff person/city recorder shall keep an accurate record of the board/commission's proceedings and transactions. The staff person/City Recorder, or another person so designated, shall provide minutes. Minutes list the date, time, and place of the meetings, the members and staff in attendance and absent, a description of the actions taken, and give a true reflection of the matters discussed at the meeting and the views of the participants. Approved motions are indicated by "moved, seconded, and carried," and include a breakdown of the vote. The vote breakdown includes the members voting yes, no, and abstain.

In quasi-judicial proceedings more detailed minutes are needed which summarize debate, list findings, and note testimony offered by appellant, witnesses, etc. Public hearings may require more specific and complete minutes, depending on the nature of the hearing. In the case of public hearings, a tally is made of speakers for or against and a summary of their views is provided, if possible. Most board/committee meetings and all City Commission meetings are Web streamed and a designated person who is under contract with the City of Oregon City will transcribe the minutes for most meetings.

Once the minutes have been transcribed, they are presented to the board, committee, or commission for approval, at the following meeting or soon thereafter. The board may by motion make such correction as conforms to fact. It is the responsibility of the staff person to retain the official signed copies of minutes in accordance with the State's General Records Retention Schedule.

State law required public bodies to provide a recording or written minutes of all its meetings. A verbatim transcript is not required, but the law requires a record of the members present; actions proposed and the vote of each member by name; the substance of any discussion on any matter; and a reference to any document discussed at the meeting. [ORS 192.650(1)]