



**City of Riverside
Administrative Manual**

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 Policy Owner(s): City Clerk's Office

Approved: 

Department

John C. Ryan
 City Manager

SUBJECT:

**Board, Commission, and Committee Meetings and Distribution of Minutes -
 Electronic Posting of Agendas, Reports, and Minutes**

PURPOSE:

To provide guidance for preparation and distribution of minutes of Board, Commission, and City Council appointed committee meetings and the electronic posting of agendas, reports, and minutes.

POLICY:

The heads of departments supporting Boards, Commissions, or City Council appointed Committees are responsible for preparing, distributing, and maintaining minutes and electronic posting of agendas, reports, and minutes of the meetings of these groups.

PROCEDURE:

Responsibility	Action
Department Head	<ol style="list-style-type: none"> 1. Assures that minutes are taken at all Board and Commission and City Council appointed Committee meetings. 2. Distributes minutes prior to the next scheduled meeting. Note: Draft minutes shall be available no later than ten business days after the meeting. Officially adopted minutes shall be available no later than five business days after adoption. 3. Electronically forwards copies of each Board, Commission and City Council appointed Committee minutes to the Mayor and City Council, City Clerk, City Manager, and affected departments. 4. Maintains a complete file of all Board, Commission and City Council appointed Committee proceedings for which the department is responsible. 5. Confirms minutes are uploaded to the InSite Calendar page no later than ten business days after the meeting for all Board, Commission, and City Council appointed Committee meetings for which the department is responsible. 6. Posts agendas, minutes, and reports to City Clerk LaserFiche repository in the appropriate Boards and Commissions file folder.