



# ADMINISTRATIVE REGULATION

## Office of the City Manager

Number	116
Sections	1-6
Effective Date	12/15/2021
Responsible Department	Office of the City Manager
Review Date	12/15/2026
Established Date	08/01/2007

### SUBJECT: Board, Commission, and Committee Minutes

1. **Purpose:** This regulation provides a policy for responsibility for the taking of minutes at all city board, commission, and committee meetings subject to the Brown Act.
2. **Authority:** Charter of the City of Huntington Beach, Section 401.
3. **Application:** This regulation shall apply to all boards, commissions, and committees established and subject to the Brown Act.
4. **Definitions:**
  - 4.1. **Commission** - A body of members appointed pursuant to Huntington Beach Charter Section 405, which may have decision-making authority in those activities delegated to them by the City Council.
  - 4.2. **Board** - A body of members appointed pursuant to Huntington Beach Charter Section 405 to serve in a continuing advisory capacity to the City Council.
  - 4.3. **Committee** - A body of members appointed pursuant to Huntington Beach Charter Section 405 on an Ad Hoc basis to advise the City Council on particular subject for a limited amount of time.
  - 4.4. **Staff Liaison** – The staff person assigned by the Department Head to provide support to a specific advisory body.
  - 4.5. **Brown Act** - The Ralph M. Brown Act, California Government Code Section 54950 et.seq.
5. **Policy:**
  - 5.1. The staff liaison for each board, commission, or committee of the City of Huntington Beach shall be responsible for seeing that proper minutes are taken at each official meeting of that body. This does not preclude taking and keeping records of the meetings of other advisory bodies.

- 5.2. Actions taken at the meeting (e.g. votes) must be recorded. The degree of details is up to the discretion of each Board, Commission, and Committee; however, general guidance on minute taking is available through the City Clerk's Office.
- 5.3. In the absence of a staff liaison, the department head of the department having jurisdiction over a board, commission, or committee of the City of Huntington Beach shall assign a member of their staff to assure that proper minutes of official actions of that body are taken.

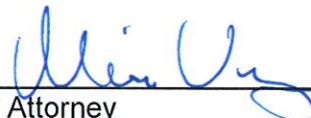
**6. Responsibilities:**

- 6.1. It shall be the responsibility of each department head to assign a representative of their staff to assure that minutes are taken at each official meeting of all official city boards, commissions, or committees subject to the Brown Act and under that department's jurisdiction.
- 6.2. Copies of the minutes shall be provided to members of each board, commission, or committee subject to the Brown Act, as part of the Agenda packet for approval at the next meeting when the approval of minutes is agendaized.
- 6.3. Copies of the approved minutes shall be kept in the approved records depository (e.g Laserfiche) and published to the City's designated webpage that is accessible to the public.
- 6.4. Copies of the approved minutes must be retained per the City's Records Retention Guideline Policy.

  
\_\_\_\_\_  
Assistant City Manager

  
\_\_\_\_\_  
City Manager

Approved as to Form

  
\_\_\_\_\_  
City Attorney