



# ADMINISTRATIVE REGULATION

## Office of the City Administrator

<b>Number</b>	<b>116</b>
<b>Sections</b>	<b>1-6</b>
<b>Effective Date</b>	<b>8/1/07</b>
<b>Responsible Department</b>	<b>Administration</b>
<b>Review Date</b>	<b>8/1/12</b>

### **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.
2. **Authority:** Charter of the City of Huntington Beach, Section 401.
3. **Application:** This regulation shall apply to all boards, commissions, and committees established.
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 matters.
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.
  - 5.2. 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 under that department's jurisdiction.
  - 6.2. Copies of the minutes shall be provided to each Council Member and to the City Administrator's office.

  
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Penelope Culbreth-Graft, DPA, City Administrator