

## **FEATURES AND BENEFITS OF ACTION AND BRIEF SUMMARY STYLE MINUTES**

### **Features of Action Style Minutes**

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)

### **Features of Brief Summary Style Minutes**

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)
- Summarizes Only Main Points that Lead to a Final Decision
- Records Only Fully Developed Points in Final Form
- Consolidates Points Made by Several Speakers Into One Sentence or Short Paragraph
- Attributes Views and Points to the Collective City Council, Not Individual Persons
- Records the Thought Process of the Entire City Council as a Body, Not Individuals’ Thoughts
- May Record Key Advice Given to the Council in Making the Final Decision
- May Note Brief Reason for Dissension of One or More Members
- For Oral Communications/Public Comments – Lists Speaker’s Name, Overall Topic, Stance/Position
- For Ceremonial Presentations, Announcements, Non-Business Items – Lists Subject Matter

### **Benefits of Both Action and Brief Summary Style Minutes**

- Provides Brevity and Clarity for Audits & Judicial Review
- Reduces Staff Time
- Removes Staff Interpretation of Statements and Determination of What Comments Should Be Included
- Eliminates Ambiguity by Omitting Discussion Not Relevant to Final Decision
- Eliminates Single-Member Opinions
- Places Emphasis on a Collective City Council, Not Individual Persons