

MINUTES

Clayton citizens are welcomed and encouraged to attend town council meetings. Attending a council meeting allows you to be informed about the issues before the Clayton Town Council.

This issue of “Clayton Council Meeting – 101” will provide an overview of minutes.

An excerpt from Suggested Rules of Procedure for a City Council, 3rd Edition, by A. Fleming Bell, faculty member of the Institute of Government describes minutes in the following manner.

"The minutes are the official legal record of council actions and are a matter of public record. To be 'full & accurate' (NC GS 160A-72; NC GS 143-318.10(e), they must include all actions taken by the council and must note the existence of conditions needed to take action, such as the existence of a quorum. However, the minutes need not record the council's discussion. Particular comments by members or other persons may be included in the minutes if the council so desires. Since the council usually takes action by motion, all motions that are made must be included in the minutes, along with a record of the motions' disposition. NC GS 160A-72 also allows any member to request that the minute include a record of how each member voted (the ayes and the noes)."

“To keep a journal of the proceedings of the council” (NC GS 160A-171) is one of the clerk's statutory duties. This means minutes of the Clayton Town Council meetings are prepared and maintained in a separate set of minute books. Before the minutes are entered into the minute books, the Town Council reviews the minutes, notes any revisions, and then adopts the minutes by motion. Upon adoption, the minutes are then placed in the minute book, thus becoming the permanent and legal record of the actions of the Town Council.

The Council agenda may be viewed online at <http://www.townofclaytonnc.org> the Friday before a scheduled meeting. If you do not have access to the Internet, please call 919.553.5002 and request a copy of the agenda.

If you have suggestions for the next “Clayton Council Meeting – 101” article, please contact the Town Clerk.

We look forward to seeing you at Town Council meetings.