

**Policy for Committees Regarding Filing of Agendas and Minutes.
Dec. 21, 2004; Jan. 17, 2017; Updated April 4, 2023**

It is the goal of the Belfast City Council to allow for public input and open communication regarding all aspects of City business. To that extent, it is hereby adopted that all City of Belfast committees and boards shall hereby abide by the policy regarding filing of agendas and minutes as outlined below.

Agendas:

Each committee shall file a written agenda with the Communications Assistant a minimum of three (3) days in advance of regular meetings. Emergency meetings shall be called in the same manner for the City Council to call an emergency meeting, as prescribed in the City Charter: by providing at least six hours of notice to the members of the committee, to the Communications Assistant and to members of the local press.

The agenda must include but shall not be limited to:

- Name of Committee
- Date and time of meeting
- Place of meeting
- Open to the public
- Subject of meeting and/or topics to be discussed

The Communications Assistant shall distribute copies of the agenda to any pertinent stakeholders. A copy of the agenda shall be posted at Belfast City Hall, placed on the City's website and be recorded and filed in the City of Belfast Clerk's Office.

Minutes:

Draft minutes will be approved at the next regularly scheduled meeting and the approved minutes will be filled within three (3) business days.

The minutes must include but shall not be limited to:

- Name of committee
- Date and time of meeting
- Place of meeting
- Names of members in attendance and any member absences
- Open to the public
- Action on any agenda items and/or topics, including any votes taken
- Brief description of topics discussed and/or statements made for the record
- Date, time and location of future meetings, if set

The Communications Assistant shall distribute copies of the minutes to any pertinent stakeholders. In addition, a copy of the minutes shall be posted on the City website and recorded and filed in the City of Belfast Clerk's Office.

Note: Agendas and minutes must be sent in Word or PDF format.