

A Policy of the Gualala Municipal Advisory Council

(Adopted 5 August 2010)

Policy Regarding the Handling and Processing of GMAC Minutes:

One of the specifically enumerated advisory powers of the Gualala Municipal Advisory Council (GMAC) is “Planning” in the Gualala area. Resolution Number 97-03 5 of the Mendocino County Board of Supervisors specifically states that GMAC is to “advise the Board of Supervisors on current and long term planning and development projects.”

The uniform creation, processing, and noticing of the GMAC agenda and minutes are critical to GMAC meeting its most basic obligations to the public and the Mendocino Board of Supervisors that it serves.

The GMAC members wish to adopt a formal and consistent protocol for such instances for purposes of transparency, clarity, and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following:

- 1) Regular Meeting Minutes:
 - a. Meeting minutes will be derived from the Council Secretary’s and/or Council Administrator’s notes and any audio/visual recordings available.
 - b. A short-form of the meeting minutes will be prepared by the Council Secretary or the Council Administrator within five (5) days of the meeting. These short-form minutes will be added to the any Sub-Committee, Taskforce, or GMAC update report notes in order to construct a “press release” for the local press, and the GMAC website.
 - c. The completed draft minutes shall be distributed to all GMAC members, by the Council Administrator, within fifteen (15) days of the meeting, for review. All comments or corrections need to be submitted back to the Council Administrator within ninety-six (96) hours of the next regularly scheduled GMAC meeting.
- 2) Special Meeting Minutes:
 - a. Meeting minutes will be derived from the Council Secretary’s and/or Council Administrator’s notes, and any audio/visual recordings available.
 - b. A short-form of the meeting minutes will be prepared by the Council Secretary or the Council Administrator within five (5) days of the meeting. These notes will be used to construct a “press release” for the local press, and the GMAC website.
 - c. The completed draft minutes shall be distributed to all GMAC members, by the Council Administrator, within fifteen (15) days of the meeting, for review. All comments or corrections need to be submitted back to the Council Administrator within ninety-six (96) hours of the next regularly scheduled GMAC meeting.

- 3) Distribution of regular meeting agenda and minutes and press releases:
 - a. The GMAC Secretary shall forward a copy of the monthly agenda, initial post-meeting press release, and the subsequent approved monthly minutes, by traditional mail delivery, or email to:
 - Clerk to the Mendocino Board of Supervisors.
 - Director of Planning and Building Services for Mendocino County.
 - If applicable, the Project Coordinator or designated contact related to any permit application or issue formally referred to GMAC for review.
 - Any parties interested and who have requested such materials in advance from the GMAC Secretary or Administrator.
- 4) Distribution of Special Meeting agenda and minutes:
 - a. The GMAC Secretary shall forward a copy of the Special Meeting agenda, initial post-meeting press release, and the subsequent approved minutes, by traditional mail delivery, or email to:
 - Clerk to the Mendocino Board of Supervisors.
 - Director of Planning and Building Services for Mendocino County.
 - If applicable, the Project Coordinator or designated contact related to any permit application or issue formally referred to GMAC for review.
 - Any parties interested and who have requested such materials in advance from the GMAC Secretary or Administrator.
- 5) This policy will be reviewed and revised as necessary.