



GOLDEN GATE

Fire Protection District

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Motion to clarify Section 8 of the District By-Laws

- **Following Robert's Rules of Order**
 - **Agenda Setting**
 - The President will set any meeting agenda following the guidelines below
 - 1st Call for agenda items will be distributed via email (calendar reminder) on the 6th Day of the Month
 - Final call for agenda items will be Distributed via email (calendar reminder) on the 9th Day of the Month
 - All agenda requests will be added to the agenda
 - The agenda will be submitted for posting at least 60 hours prior to the meeting
 - The agenda will be posted to the District Website and distributed via District email distribution at least 48 hours prior to the meeting
 - **Meeting Minutes**
 - Minutes will be produced by the Secretary or their approved delegate.
 - Minutes will be a record of what is done at a meeting, not what is said.
 - Minutes will be produced from the District Zoom or other approved recording.
 - When Zoom or other approved recording is not available, minutes can be produced from a personal recording IF the personal recording can be made available to the community for review and validation.
 - Minutes will be limited to the following:
 - Name, date, and location of meeting
 - Link providing access to the Zoom or other approved recording
 - List of Board Member attendees (note presence of a quorum)
 - Time meeting was called to order
 - Conflict of Interest Affirmations
 - Approval of previous meeting minutes
 - Motion text and name of maker
 - Status/results of motions
 - Time meeting was adjourned