



# GOLDEN GATE

## Fire Protection District

P.O. Box 843  
Golden, CO 80402-0483  
(303) 279-3538  
[www.goldengatefire.org](http://www.goldengatefire.org)

### 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
      - 1<sup>st</sup> Call for agenda items will be distributed via email (calendar reminder) on the 6<sup>th</sup> Day of the Month
      - Final call for agenda items will be Distributed via email (calendar reminder) on the 9<sup>th</sup> 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