

***Effective 2/10/2015***

**HR3-2-319 Chair to ensure integrity of minutes -- Retention of minutes -- Content requirements.**

- (1) The chair shall:
  - (a) ensure that a secretary takes minutes of standing committee meetings;
  - (b) present the minutes to the committee for approval; and
  - (c) send the approved minutes to the office of the chief clerk of the House.
- (2) The chief clerk of the House shall retain committee minutes for three years.
- (3) The chair shall ensure that committee minutes comply with the requirements of Utah Code Title 52, Chapter 4, Open and Public Meetings Act.
- (4) The chair shall ensure that committee minutes include:
  - (a) the date, time, and place of each committee meeting;
  - (b) a list of committee members present;
  - (c) each motion made;
  - (d) the vote on each motion;
  - (e) points of order; and
  - (f) the outcome of each appeal of the decision of the chair.