
CITY OF ROCHESTER HILLS



Denise Mertz & Jackie Pawlak

DATE: February 8, 2007

TO: Susan Galeczka, Deputy Clerk

RE: Transcription of GSAB Minutes

As you know, there have been some challenges using the working agendas and audiotapes to transcribe minutes for the GSAB meetings.

Per your request, below are suggestions that may facilitate the transcribing of GSAB minutes in an accurate and timely manner. The suggestions *apply to written information needed on the working agendas as well as stating information out loud for audio recordings of each meeting:*

- State/note - the time when meetings are called to order and adjourned.
- State/note - each complete name for roll calls. Members should respond by saying "present".
 - If a member is absent, it should be stated/noted for the record.
 - Visitor's complete names should also be stated/noted.
- State/note - the complete name and time for any members who arrive late or depart early from the meeting.
- The Chair should "recognize" a speaker by stating his/her complete name out loud for audio identification. This includes any resident or presenter that may speak during Public Comment or make a presentation during the meeting.
- The Chair should emphasize that one speaker may have the floor to provide audio clarity. Members should wait to be recognized by the Chair before speaking.
- When members make a motion, the Chair should repeat the motion for clarity and announce the name of the mover and seconder.
- The vote on a motion should contain the names of those in favor and the names of those opposed, if any.
- Members should note the microphones on the table are extremely sensitive and all noises such as whispers, side conversations, rattling of papers, etc. are significantly magnified and hinder the ability to hear the speaker.

We hope this will help. Any suggestions you may have are greatly appreciated.

cc: Jane Leslie, City Clerk