

**Clerk Office Survey Results
November 2007**

Survey Design:

As part of the County's efforts to become more efficient and to seek best practices, the Clerk of the Board of Supervisors, with assistance from a UVA Intern, sent an e-mail questionnaire to members of the Virginia Municipal Clerk's Association to obtain information on other localities' Clerk-related operations.

The survey included a question regarding the type of Board minutes that are used. For the purposes of this survey, "Action" minutes are those that meet legal requirements and include the actions and votes taken by the Board. "Summary" minutes include actions taken and a summary of discussions that occurred during the meetings. Summary minutes can vary from those that include very brief statements such as "discussion ensued" prior to the notation of a specific Board or Council action, to those with a higher level of detail regarding discussions held during the meetings.

The Clerk e-mailed the questionnaire out on November 2, 2007 and within two weeks, had received 63 responses from County, City and Town Clerks.

Results:

Of the 63 jurisdictions that responded, 9 localities describe their written minutes as "action" minutes, 41 localities stated their jurisdictions use a "summary" style of minutes, and 13 localities stated their minutes are detailed or "near-verbatim" minutes, similar to those currently prepared for Albemarle County.

Of Albemarle's peer counties that responded to the survey, James City County, Roanoke, Stafford, Chesterfield and Henrico Counties' Clerks stated they prepare summary minutes, and Spotsylvania County's Clerk stated their County prepares near-verbatim minutes.

Fifteen of the responding jurisdictions noted they also podcast their meetings.

In addition to Spotsylvania County, the other jurisdictions that indicate they prepare near-verbatim minutes include the towns of Wachapreague, Windsor, Boydton, and Hillsville; the cities of Hampton, Norton, Roanoke and Falls Church; and the counties of Botetourt, Augusta, Warren and Loudoun. Of these jurisdictions, seven stated that they do not podcast their meetings.