Community council — decision record and back-schedule

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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6 sessions a year · 17 days brought down to one morning · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. Elected members, votes and agenda items invented.

What comes out of the session, and when

Output	Content	Available
Decision record	**Each item, the outcome of the vote, for / against / abstentions, and the members who took no part in the vote**	**The same evening**
Draft minutes	The council's usual form, **contributions reported and not transcribed**	**The next morning**
Transmission slip to the State representative	One line per resolution, with its number	The day after the vote

> **Naming rule held at every session: what binds carries a name, what explores does not.** Votes, resolutions and decisions are attributed by name; hesitations and exchanges in session are reported without names, **except where a member asks for their contribution to be recorded — and that request is flagged every time.**

The resolution back-schedule, held session by session

Deadline	Document	Who carries it	Alert
D−8	Draft resolution reviewed by the legal department	Legal affairs department	**D−15**
D−5 clear days	**Convening notice and briefing note**	Assembly unit	**D−12**
D+1	Transmission slip to the State representative	Assembly unit	**The evening of the session**
D+1	Publication in the record of acts	Assembly unit	**The evening of the session**

Result for the year: six convening notices within the regulatory deadlines out of six, against four last year; **draft minutes available the next morning instead of seventeen days**; **decisions available to residents within the deadline set in the rules of procedure, six times out of six, against two times out of six.**

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