



# Community council — decision record and back-schedule

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Document issued on 24/09/2026

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, <b>contributions reported and not transcribed</b>                                   | 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                             |
|-----------------------|---------------------------------------------------|--------------------------|-----------------------------------|
| <b>D-8</b>            | Draft resolution reviewed by the legal department | Legal affairs department | <b>D-15</b>                       |
| <b>D-5 clear days</b> | <b>Convening notice and briefing note</b>         | Assembly unit            | <b>D-12</b>                       |
| <b>D+1</b>            | Transmission slip to the State representative     | Assembly unit            | <b>The evening of the session</b> |
| <b>D+1</b>            | Publication in the record of acts                 | Assembly unit            | <b>The evening of the session</b> |

**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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