



Points to settle — 27 of the quarter

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Document issued on 24/09/2026

What the meeting did not settle is not written as decided · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **No decision is written into the minutes if it was not pronounced in the meeting.** Whatever was not settled goes back as a point to settle, **dated, with the name of the person who must settle it.**

The 3 points of today's session

Point	What the meeting said	What is missing	Who settles it, and by when
Timetable for taking over the water networks of the three plateau municipalities	Two dates floated	None chosen	The deputy chief executive for technical services, before the bureau of the 12th
Split of the waste directorate's operating envelope	The principle is agreed	The amount is not	The chief executive

Point	What the meeting said	What is missing	Who settles it, and by when
Follow-up to the plateau mayor's letter	A reply was judged necessary	Nobody said who would sign it	The chief executive

What that gives over a quarter

Measure	Value	Reading
Points flagged as unsettled	27	—
Settled within four days	24	Four minutes of end-of-meeting on average
Still open at the end of the quarter	3	All three awaiting an outside document
Before: subjects resurfacing through a letter	Three months later	The drift is paid when the file is picked up again, not in the meeting

The attribution rule, and why it protects the executive

Nature of the statement	Attributed?	Reason
Decision, ruling, action	Yes, by name	They commit; they must be attributed
Contribution recorded at the person's request	Yes	The agent flags every time someone asked for it in the meeting
Hesitation, objection, discussion	No	What searches carries no name — a debate is not a decision

The counter the minutes will never carry — and why

Indicator	Established?	Reason — mechanical, not moral
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Number of contributions per participant	No	The day it is tracked it becomes a target: people speak for the counter or keep quiet to stay off it
Speaking time	No	The minutes would stop describing the meeting and start describing the reaction to the counter
Open actions, their deadline and their age	Yes	Three figures the tracking table already asks for and that nobody had the time to maintain

What is proposed: that the points to settle be read out at the end of the session, from the list, **before the room empties. Of the 27 in the quarter, 24 would have been settled within the minute rather than within four days** — four extra minutes of meeting, three months less drift.

For the body to settle

Moment retained for reading out the points to settle: _____

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