Council meeting — record of decisions and draft minutes

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

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A two-hour meeting · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The record of decisions is available the same evening, the draft minutes the next morning.** The town hall secretary corrects them; **she no longer writes them.**

The record of decisions

What is entered	Detail
Agenda item	In the order of the meeting
Outcome of the vote	Adopted, rejected, withdrawn, deferred
The figures	**For, against, abstentions**
Councillors who did not take part in the vote	**By name — the entry hardest to recover eight days after the meeting, and the same-evening record carries it**
Proxies	Who held whose

The attribution rule, and why it protects the municipality

Nature of the words	Attributed?	Reason
Vote, resolution, decision	**Yes, by name**	**They bind; they must be attributed**
Contribution entered in the minutes at a councillor's request	**Yes**	**The agent flags every time a councillor asked for it during the meeting**
Hesitation, objection, floor exchange	**No**	**What searches carries no name — a debate is not a decision**

The counter the minutes will never carry — and why

Indicator	Produced?	Reason — mechanical, not moral
Speaking time per councillor	**No**	**The day it is tracked, it becomes a target: people speak for the counter or keep quiet to stay off it**
Number of contributions per elected member	**No**	**The minutes would stop describing the meeting and start describing the reaction to the counter**
Attendance and proxies	**Yes**	**Attendance is not a performance counter: it determines whether the meeting is valid**

What it changes for residents

Measure	Before	After
Draft minutes available	**11 days after the meeting**	**The next morning**
Publication deadline set by the standing orders	**Met 5 times out of 11**	**Met 11 times out of 11**

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Measure	Before	After
Record of decisions to councillors	With the minutes	**The same evening, as a draft in the secretary's mailbox**

The evening record waits for you as a draft and goes with one click. Across the year's eleven meetings, the councillors would have had it ten days earlier on average — and the residents who call the next day to know what was decided would have had their answer before calling. **The mailing to elected members goes out from the town hall secretary: that is what makes it a communication from the municipality.**

For the municipality to settle

Form chosen for the minutes (contributions reported / summarised): _____

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https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-secretaire-de-mairie

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