

## **2. Minutes**

The minutes will contain all motions and amendments in the exact form and order the chairman put them, unless a motion is approved without amendment, in which case it will only appear as the resolution.

The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

The Chairman will initial each page and sign the minutes of the proceedings at the next suitable meeting.

There is no requirement to sign the minutes of a previous meeting at an Extraordinary Meeting of the council.