



## Legislation Text

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### **Election of an AHAC Secretary (NB)**

All City of Gainesville advisory boards are required to take attendance and meeting minutes. The primary purpose of the minutes is to document attendance and motions (e.g., What was the motion? Who made it? Who seconded it? What was the vote?). For many boards, the Secretary is responsible for taking the minutes. Since the Affordable Housing Advisory Committee (AHAC) does not currently have a Secretary, staff has been doing that job.

However, moving forward, staff recommends that the AHAC generate nominations and elect a Secretary from its members. Staff will work with the Secretary to ensure they have meeting recordings, and that the minutes are made available to the public.

The Affordable Housing Advisory Committee generate nominations and elect a Secretary, effective prior to the May 11, 2021 meeting.