



# City of West Allis

## Legislation Text

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**File #:** R-2011-0137, **Version:** 1

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Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 304, Rules of Procedure, Section 5.6.24, Taking of Minutes under Section 5.6, General Policies-Council.

WHEREAS, Policy No. 304, Rules of Procedure, was originally included in the City of West Allis Policies & Procedures Manual on January 1, 1982; and,

WHEREAS, it is necessary to amend said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 304, Rules of Procedure, Section 5.6.24, Taking of Minutes under Section 5.6, General Policies-Council, is approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include the amended Policy No. 304, Section 5.6.24, Taking of Minutes, in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ATTR-Amend Policy No 304-P&P Manual