

**Type:** Board Governance

**Title:** Minutes

**Date of Board Approval:** January 2018

**Notes:**

**Purpose**

It is recognized that the Board speaks through its minutes, and the Board shall direct the secretary of the Board to take, or cause to be taken, the minutes of each Board meeting.

**In General**

The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The Executive Director shall be responsible for their safe keeping.

The minutes of meetings of the Board will include but are not limited to the following:

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting and the Board members present and absent.
2. A record of all motions made, together with the names of the members making and seconding the motions, and a record of the members voting "yea" and "nay," unless each member's vote is recorded due to a roll call vote or required by law. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.
3. If a roll call vote is taken, the vote shall be attributed to the name of the member.

The minutes shall be approved by the Board by a majority vote of the quorum of the Board in a public session.