



POLICY NO. 103

SUBJECT: BOARD MINUTES

I. PURPOSE

To establish the procedure governing the contents of the minutes of the Board of Trustees meetings in accordance with the latest edition of Robert's Rules of Order.

II. POLICY CONTENT

Votes taken by the Board of Trustees shall be recorded in the minutes.

III. PROVISIONS

Votes taken by the Board of Trustees at regular or special meetings shall be recorded in one of the following manners:

- A. Record as approved, which shall mean unanimously approved unless a dissenting vote is noted.
- B. Record the number of yea votes and the number of nay votes and indicate how each member voted if a roll call vote is taken.
- C. Any member of the Board of Trustees may have attached to and incorporated by reference into the minutes of the meeting his/her written reason for voting in the manner in which he/she voted on the issue in question. The said attachment shall be written and signed by the member so requesting and submitted prior to approval of that meeting's minutes.

IV. RESPONSIBILITY

The Board of Trustees and General Counsel shall have responsibility for the implementation and enforcement of this policy.

APPROVED BY THE BOARD OF TRUSTEES

PRESIDENT

EFFECTIVE DATE: _____

REVISED DATE: _____