



Policy on Minutes of Meetings

Date accepted:

Minutes of Association meetings represent the legal record of business transacted at those meetings. Careful attention should be given to the recording of association proceedings as they might possess significant legal implications at a future date.

- A. The minutes of proceedings of the members and the board of directors and any committees of the board of directors shall be kept at the corporation's principal office. Such minutes shall be kept in written or typed form and shall be open to inspection on the written demand of any member, at any reasonable time during usual business hours, for a purpose reasonably related to the members interests as a member. The inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of the minutes.
- B. The form of the minutes should be simple, clear, and concise. Among other things, they should include:
 1. The date, time and place of the meeting
 2. Identification of all those present constituting a quorum
 3. A record of what occurred rather than what was said including board directives and information items.
- C. After the meeting is called to order. Consideration and approval of the previous minutes should be undertaken and recorded.
- D. All reports should be attached and incorporated by reference, as should other documents which may clarify or explain business transacted.
- E. When motions are made, the complete motion itself should be recorded and the vote thereupon noted as being "for" or "against." The maker of the motion should be recorded.