

MINUTES

The Board secretary shall cause minutes to be taken at each Board meeting.

See following page for procedure.

Adopted January 26, 1989
Reformatted May 3, 2010

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The Board secretary shall cause minutes to be taken at each Board meeting.

Minutes will be taken at all Board meetings, except executive sessions. They shall be reviewed and approved at the subsequent regular meeting of the Board and legally authenticated by the signatures of the Board President and Secretary.

Once authenticated, the minutes shall be placed on file in the office of the Executive Assistant to the President/Board of Trustees where they may be reviewed by any person at reasonable times.

Adopted January 26, 1989
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