

Category: Council Operating Procedures - 5000

Policy: Minutes - 5025

It will be the duty of the Executive Director to make arrangements for the taking of minutes for Board meetings.

It will be that designee's duty to make sure they record the following actions of the meeting:

- Kind of meeting, "regular," "adjourned," "special," or otherwise stated
- Name of the organization or assembly
- Date, time and geographic location of meeting
- Time of Call to order
- Roll Call
- Changes to agenda (if any)
- Whether the minutes of the previous meeting were read and approved, or approved as corrected, and the date of the meeting if other than a regular business meeting
- All action taken by the ESUCC Board, including the wording of all motions, and the roll call vote on each motion
- The wording of the motion, time of entrance, and time of exit from any executive session of the Board
- Time of adjournment

The minutes will be permanently kept on file with ESUCC Executive Director.

Adopted on: October 9, 2014

Reviewed on: