

# MINUTES OF BOARD MEETINGS

B-330

The Secretary of the Board, in cooperation with the President/District Director, shall keep or cause to be kept by a competent clerk, complete records of the action of board meetings. The minutes of board meetings shall be kept in an official minute book and shall be a complete record of such minutes, including resolutions and motions in full. Papers not a part of the formal motion may be omitted providing they are referred to and identified by some method.

Copies of the minutes shall be sent to the members of the Board before the meetings at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Secretary of the Board upon approval and for recording. In accordance with Wisconsin Statutes, the proceedings of district Board meetings shall be published within 45 days after the meeting as a Class 1 notice.

Reference: Wisconsin Statutes 38.12 (4)

Bylaw Adopted: January 16, 1974

Revised: October 20, 1999

Reviewed: June 21, 2006; September 17, 2008