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Meeting Minutes Policy

July, 2019

The following are requirements of the Secretary regarding producing meeting minutes:

- For motions made: place the word “motion” at beginning of sentence in red.
- State when votes are unanimous or state by name who votes “no”.
- State name who seconds motion.
- Secretary to have first draft of minutes to the Board within 2 weeks of meeting.
- Board approves ASAP with goal of posting to website within 3 weeks of the meeting.
- Recording of the meeting be made available to any/all Board members upon request.

Policy adopted at Board meeting on July 13, 2019.