

MOA MEETING MINUTES POLICY

RATIONAL: Meeting minutes are taken for a number of reasons. Two reasons are:

1) Documentation to what happens at the meeting. 2) To keep the membership informed of what happened at a meeting. In general the meeting minutes are to inform the membership and be a useful tool for the Board

POLICY: MOA board meetings shall be recorded by voice or video. A draft of the minutes shall be produced by the appointed Recording Secretary. A draft of the meeting minutes shall be given to the Board Secretary who in turn gives them to the Board. This is to be done ten days before the next regular board meeting. The minutes are corrected at the Board Table on the next regular meeting of the Board. The corrected minutes are then approved by the Board and the revisions are done by the Recording Secretary. The corrected minutes are given to the Board and also placed in an area that all MOA members have access to.

GUIDELINE ON WHAT THE MEETING MINUTES SHOULD HAVE

Meeting minutes shall document what happened at the meeting. This is to include but not limited to.

1. Motions, discussion and key points to the motion.
2. Votes taken and the results of the vote.
3. Members open forum, include the members name, issue they speak to and the key points they are making.
4. Committee reports.
5. Board Member communications.
6. Employee communications (executive session).
7. Recordings of the meetings shall be kept for 3 months, after final approval by the Board.

Adopted by the MOA Board at its meeting on 2/17/07