

ARTICLE IV: EXECUTIVE BOARD

SECTION 4.2: MINUTES

PURPOSE

To establish a procedure for recording and retaining official minutes of meetings of the Illinois APCO Executive Board

AUTHORITY

The meetings of the Executive Board are required by Article IV, Section 2 of the Chapter's Bylaws.

POLICY

1. Minutes of all official meetings of the Executive Board shall be recorded.
2. The official minutes of the meetings of the Executive Board will provide a permanent, written record of actions taken, decisions made, and a listing of items discussed.
3. The Secretary shall serve as clerk of record who will record the minutes of all meetings of the Executive Board.
4. Minutes of all official meetings of the Executive Board shall be reviewed and approved by the Board.
 - 4.1 At the conclusion of each meeting, within the time specified by the Board, copies of the minutes taken shall be forwarded to each member of the Executive Board.
 - 4.2 The Executive Board shall approve the minutes, as corrected, at their next meeting or at the first meeting at which the corrected minutes are available.