

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2020	APPROVAL LEVEL EB
	SUBJECT Minutes - Governing Board, Executive Board, and Committees	EFFECTIVE 11/09	SUPERSEDES 11/04
		SPECIAL DISTRIBUTION	

POLICY

A formal record -- usually called minutes -- is kept of the respective proceedings of FMCA's Governing Board, Executive Board, and national committees -- and such formal record is available for inspection by any FMCA member at all reasonable times.

PROCEDURE

1. FMCA's Governing Board, Executive Board, and national committees shall keep a formal record of their respective proceedings -- usually called minutes -- and such formal record shall be available for inspection by any FMCA member at all reasonable times.
2. The proceedings of all meetings will be recorded in all instances where this is possible.
3. Recordings shall be safely stored at FMCA headquarters and will be destroyed after approval of the minutes by the respective board or committee.
4. From these recordings, the minutes of each meeting shall be prepared by the Secretary or his or her designee at the national office.
5. The minutes must be adequate to present a fair and complete record of all business transacted.
6. Minutes are to be filed and safely stored at FMCA headquarters.
7. Proceedings of executive sessions will not be entered in to the minutes.
8. Long-Range & Development Committee members are to receive minutes of all committee meetings. In addition, other committee chairmen will also receive minutes of all committee meetings.

Governing Board Minutes

1. The minutes shall be signed by the Secretary and countersigned by the President to attest to their accuracy, fairness, and completeness.
2. The final signed drafts of the minutes shall be produced by the national office staff, and promptly disseminated to members of committees, chapter presidents, national directors, alternate national directors, area association officers, and past national officers, and temporary delegates, if applicable.



SUBJECT

**Minutes - Governing Board, Executive Board, and
Committees**

INDEX NO.

2020

Executive Board Minutes

1. These minutes shall be signed by the Secretary and countersigned by the President to attest to their accuracy, fairness, and completeness.
2. The final signed drafts of the minutes shall be produced by the national office staff, and promptly disseminated to members of committees, chapter presidents, national directors, alternate national directors, area association officers, and past national officers, and temporary delegates if applicable.

Minutes of Committees

1. Committee minutes shall be signed by the committee chairman, or, in the case of a joint meeting, by the person(s) signing the notice of such meeting.
2. Minutes of all FMCA committee meetings shall be made and distributed to members of that committee and to all members of the Executive Board.