

Book	Policy Manual
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Title	Copy of MINUTES
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0168 - MINUTES

The Treasurer shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll call votes, and any other information required to be shown in the minutes by law, which shall be promptly prepared, filed, and available to the public. ~~(R.C. 121.22, 149.43, 3313.26)~~ Minutes of executive sessions shall reflect the general subject matter of discussions. . R.C. 121.22

The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than two (2) days before the next regular meeting.

Tape recordings shall be made of each meeting of the Board as an administrative aid and shall be preserved as public documents of the Board. The tape recordings shall also be referred to in the written minutes.

The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be read (unless waived ~~by law~~), corrected (if necessary), and approved. The approved minutes shall be signed by the Treasurer and the President.

The approved minutes shall be filed in the Treasurer's office in a prescribed minute book as a permanent record of official Board proceedings.

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Legal	R.C. 149.43, 3313.26
	R.C. 121.22

Last Modified by Regina Jutz on October 18, 2018