

**REDBUD HEALTH CARE DISTRICT PROCEDURE**

**Title: Board Meeting Minutes**

**1.0 Purpose**

To define the requirements for preparation of District Board meeting minutes.

Minutes serve as documentation of meetings held and actions taken.

**2.0 Requirements**

**2.1** Meeting minutes shall contain the following information:

**2.1.1** Names of those Board members present and those absent.

**2.1.2** Names of others present, if presenting information to the Board.

**2.1.3** Name of person who called the meeting to order and time the meeting began and ended.

**2.1.4** Topic of each item, discussion held, action taken and required follow-up. Follow up shall designate what, by whom and when to report.

**2.1.5** Any action taken in closed session must be reported in regular session.

**2.2** The names of the Board members present shall be listed beginning with the person who called the meeting. Names following shall be listed in alphabetical order using first and last names.

**2.3** Minutes shall be in typed format and signed by the Secretary of the Board.

**2.4** A copy of the meeting minutes shall be distributed to all Board members for review prior to the next meeting.

**2.5** A copy of all regular and special meeting minutes shall be maintained on file in the District office.

**2.6** Closed session minutes shall be maintained on file in the District office, but are non-discoverable, except by Court Order.

**Approved by** \_\_\_\_\_  
**President, Board of Directors**

**Date** \_\_\_\_\_