

CARLETON HEIGHTS AND AREA RESIDENTS' ASSOCIATION

DRAFT FINAL

PROCEDURES FOR POSTING AND DISTRIBUTING BOARD OF DIRECTORS MEETING MINUTES.

As per By-Law 5.06 Minutes: "All minutes of Board meeting shall be available to members through web-posting and other means, unless the Board resolves that all or a portion of a Board meeting is deemed confidential, privileged, or both."

1. The Secretary will distribute the minutes of the Board of Directors meeting to all the Directors with in 14 days of the meeting. The minutes will be marked DRAFT until approval at the following month's Board meeting. The Secretary will forward the Draft minutes to CHARA Directors for their review, corrections, additions and clarifications. The Directors will have 4 days to make their suggested changes to the minutes and forward them to the Secretary.
2. The Secretary will revise the Draft minutes as per the Directors input. Any items requiring clarification will be brought to the attention of the President for resolution.
3. The Secretary will arrange for the posting of the Draft revised minutes to CHARA website. The minutes are now in the public domain. Using email, a notification that the Draft minutes have been posted, will be sent to Directors, presenters, Councillor and councillor's staff.
4. At a subsequent meeting of Directors, the Secretary, will upon approval of the Board meeting minutes with any amendments, arrange for the reposting of the APPROVED minutes.
5. All approved Board meeting minutes can now have a wider distribution. Attendees and others will be notified by either email or Facebook.

Approved at CHARA Board Directors meeting on APRIL 27, 2021.