

Tahoe Donner Board of Directors

Guidelines for Recording of Open Session Minutes

The purpose of open session meeting minutes is to record actions of the Board. The Secretary will follow these guidelines in drafting Board open session minutes submitted for Board approval:

1. Call to order
 - a. Directors present
 - i. for purposes of establishing a quorum
 - ii. directors joining meeting after establishment of quorum
 - iii. via conference call, otherwise deemed to be present in person
 - b. Staff present for any portion of the meeting
2. Member and Director Comments: as no action can be taken, information recorded will be limited to list of subjects raised, without bias
3. Each item on the original agenda
 - a. A summary description of the topic without detail
 - b. For items with motion:
 - i. All motions, *except withdrawn motions*
 1. Names of persons making motion and second
 2. Wording of motion
 3. If motion fails to receive a second, it will be so noted ¹
 4. Vote count
 5. Abstentions, and nay votes will be recorded by name, as will a director present for the meeting but absent for the vote.
 - ii. Discussion:
 1. No details of discussion will be recorded
 2. The only exception will be where, by consensus, there is agreement that a factual statement needs to be of record to memorialize the reason for action or inaction
 - c. If there is no motion on an agenda item, the minutes will reflect, as appropriate, without detail:
 - i. Information, no action
 - ii. Discussion, no action
 - iii. Tabled (motion)
 - iv. Deferred to future agenda (consensus)
4. Adjournment
5. Certification
6. List of potential future agenda items which came up during the meeting, without attribution, detail nor promise to consider

References

¹RONR, page 452, lines 21 to 23; http://www.robertsrules.com/interp_list.html#2006_7