

Sample Meeting Minutes and Records Policy

Note: The following is intended to be an example that boards should adapt to meet their individual needs.

[NAME OF ORGANIZATION] MINUTES AND RECORDS POLICY

The Board of Directors (the “Board”) and any and all committees and sub-committees of the Board authorized to act on behalf of the Board (“Committees”) of the [Name of Organization] (the “[Corporation/Foundation]”) are responsible for preparing and approving the minutes of meetings and any actions taken in lieu of a meeting in accordance with this Minutes and Records Policy (the “Policy”) to ensure contemporaneous documentation of decisions and actions.

Accordingly,

- The Board and all Committees shall appoint an individual to serve as Secretary to prepare minutes for all meetings.
- The Secretary will prepare minutes that reflect all decisions made by the Board or Committee, including details regarding resolutions adopted, motions made, and the identity of individuals who made or seconded motions.
- All records of minutes and actions taken in lieu of a meeting must be prepared before the later of the next meeting of the Board or Committee or 60 days after any final action is taken by the Board or Committee.
- Minutes must be circulated, reviewed and approved by the Board or Committee as being reasonable, accurate and complete within a reasonable period thereafter.

The foregoing Policy was adopted by the Board of Directors of the [Corporation/Foundation] on the _____ day of _____, 20_____.