



HOA Meeting Minutes Policy

This policy has been established to provide a program for implementing the mission outlined in Article IV and V of the Chapter's Constitution and By-laws, and


This policy has been established to provide for consistent and accurate development of meeting minutes generated at meetings of the Executive Board and Annual Business Meetings of the Heart of America (HOA) Chapter, ICC, and

Whereas, HOA acknowledges that accurate minutes of Annual Business Meetings and meetings of the Executive Board are essential to the membership to reflect attendance, discussions and formal action conducted during these meetings.

Therefore, HOA establishes the following policy to provide for the consistent and accurate development of meeting minutes:

The HOA President and/or Secretary shall make every effort possible to record the proceedings of the Annual Business Meeting and all meetings of the Executive Board. Such recordings shall be made utilizing two recording devices provided by the chapter. One recording device shall be the responsibility of the President and one recording device shall be the responsibility of the Secretary. At least one recording device shall be available and utilized to record the proceedings of the meetings. The secretary shall, as soon as possible, condense the recordings into an accurate and meaningful written depiction of the meeting in a draft form. The draft minutes shall be posted on the chapter website for review and comment by the membership. Recordings of the Annual Business Meeting shall be retained until the written minutes are officially approved by the membership at the next Annual Business Meeting. Recordings of Executive Board meetings shall be retained until the written minutes are officially approved by the Executive Board at the next Executive Board meeting. Only upon official approval of the written minutes as applicable can the recordings be destroyed.

This policy formally approved by the Executive Board of the Heart of America Chapter this 12th day of February, 2010.



Mike Roberts - President