

## **Policies Regarding Executive Committee and Board of Directors Meetings**

1. The secretary shall be responsible for recording in the minutes of the next regularly scheduled meeting, any decisions/actions voted upon digitally or in other format between meetings.
2. The President shall review the minutes prior to distribution and/or posting on the website. Any changes made by the President affecting the meaning/message of the minutes shall be noted.
3. The minutes of the Board of Directors shall be published on the organization's website. A draft of the minutes, marked as a draft, shall be posted as soon as it is available. When approved by the Board of Directors, the draft notation shall be deleted.
4. Each local council/special interest council president and governmental relations chair should attend all scheduled KSRA Board of Directors Meetings. Transportation and hotel accommodations will be made in accordance with the Travel and Expense Policies. Local councils are encouraged to have additional officers attend KSRA Board of Directors meetings at the expense of the local council or the individual.

Approved 6/2013