



Meeting Minutes Policy

The MOA Secretary shall assign the General Manager or designate to prepare clear and succinct meeting minutes for all official MOA Board and Town Hall Meetings. At minimum, Association meeting minutes must include:

- Directors present and whether a quorum was present
- All motions, the name of the individual making the motion, the name of the individual supporting the motion, the resulting vote count, and whether the motion passes or fails
- At meetings where an Open Forum is held, the name of each member who presents an issue and a summary of each issue presented
- The date of final approval

Board meeting minutes must be approved by the MOA Board of Directors at one of their regular meetings. Once approved, they shall be the official record of the meeting. Approved meeting minutes will be available for member inspection and copying at the MOA Offices, and will be posted on the Members Only page of the MOA website.

MOA Annual Members' Meeting Minutes and/or Special Members' Meeting Minutes must be approved by the members physically present at a subsequent Annual Meeting of the Association. Prior to membership approval, the MOA Board will review a draft of the minutes and approve the content at a regular board meeting. The approved draft minutes will then be available for member inspection and copying at the MOA Offices, and will be posted on the Members Only page of the MOA website.

Revision Log

9-23-17: Removed from Books & Records Policy and re-written

This policy was approved by the MOA Board of Directors at their September 23, 2017 regular meeting at which a quorum was present.