

## Twin Palms Neighborhood Organization

### Minutes Policy

#### Purpose

TPNO is committed to maintain a credible historical record of its activities. Per the Twin Palms Neighborhood Organization Bylaws, Article VIII, section 6, the Secretary has the lead responsibility for recording the minutes and /or summaries of all general meetings and Advisory Board meetings. Chairpersons of committees and ad hoc task groups have the lead responsibility for ensuring that minutes of their formal meetings are taken and preserved.

The purpose of the Minutes Policy is to outline when minutes should be taken, establish minimum standards, and identify how and when unapproved minutes should be edited prior to final adoption. The following standards and procedures will guide that effort.

1. To ensure that an accurate record is kept of all formal meetings, the minimum standards for minutes include dates, attendance, agenda items discussed, and any action taken by a vote of the entity.
2. Minutes are required for all General Membership, Advisory Board and Finance Committee meetings.
3. Minutes, or meeting summaries, of all formal committee and ad hoc task groups will be taken as needed to maintain a written record of committee decisions and activities (see Committee Chairperson's Job Description, #5) .
4. Minutes/meeting summaries are not intended to be verbatim transcripts. Rather, committee discussions, pro and con, which reflect the position of one or more participants on a give issue or point of discussion, will generally be summarized. Attribution of specific participant's comments will only be included in the minutes when they are necessary to clearly understand the discussion, and/or when a participant requests at the time that their comments (written or verbal) go on the record. In the latter case, within 24 hours, the member requesting specific comments be included in the minutes must submit a concise written version of what they said at the meeting that they requested go on the record.
5. A member is or will be designated to take the minutes of any formal TPNO meeting.
6. Unapproved minutes will be distributed in a timely manner, but no later than 1 week before the next scheduled meeting of the group.
7. As a general rule, proposed changes to unapproved minutes will be acted upon at the subsequent meeting.
8. By email to the chair and/or the members of the entity, members may propose changes to unapproved minutes to be considered at the subsequent meeting. Where possible, members are encouraged to submit their feedback at least 5 days in advance of the next meeting.

9. Exceptions – Members may request *factual corrections* be made to unapproved minutes at any time after they are distributed *only* as they relate to the following situations:
  - Correct the members attendance record
  - Propose changes (additions, deletions, edits) to a member’s own motions or comments at the meeting to better reflect what they said
  - Revise a vote count to reflect a member's actual vote
  - Correct typos and grammatical errors
10. Each entity (i.e., General Membership, Advisory Board, Committees and ad hoc task group) may, if needed, set up its own additional minutes standards and processes including minutes approval procedures.

*NOTE:* This policy is intended to provide policy guidelines for minute standards, minute taking, editing unapproved minutes and approving minutes. Given the wide variety of meeting circumstances, no policy will cover all situations that will arise. In unusual situations, one or more of these policy guidelines may be waived in the interest of ensuring that, in a timely manner, there is a fair, unbiased record of meeting discussions and actions.