



smOdyssey Secretary Minutes Policy and Procedure

Purpose

smOdyssey, Inc. (smO) Board of Directors conducts business on a regular basis that needs to be communicated to the membership.

Definitions

1. Board meetings – scheduled monthly board meetings
2. Working Board meetings – scheduled by agreement of the current BOD
3. General meetings of the membership – Annual meeting, held in October
4. Fast Tracks – written approval of motions submitted via the board email list

Policy Terms

1. The Secretary will take minutes of all board meetings, working board meetings, and general meetings of the membership. This will include reporting on all Fast Tracks. Minutes are not taken by during Executive Session.
2. The Secretary will record all visitors of all meetings.
3. The Secretary may enlist the assistance of a recorder. The Corresponding Secretary will be a board member and will do all uploads of minutes.
4. The meeting may be tape recorded to assure that the meeting can be documented if a question arises. The recording will be erased following the approval of meeting minutes.
5. A draft of the meeting minutes shall be distributed to the Board preferably one week prior the board meeting.
6. All motions being voted on will be recorded with the names of who moved/motioned, seconded and votes recorded with names for Ayes, Nays, Abstentions.
7. All written reports submitted by committee leads will be included in the board minutes (most likely as an addendum).
8. A hard copy of minutes & amendments will be kept by the Secretary.
9. Amendments will follow in final posting on both sites as in #5.
10. Minutes submitted by the secretary to the board may be amended by board action.