

**BOARD MINUTES**

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- (1) The secretary-treasurer shall keep, or cause to be kept, minutes of all meetings of the board.
- (2) The board shall, at the next regular board meeting, review and approve, with corrections, if necessary, the minutes of the previous regular, special or emergency board meetings.
- (3) Resolutions passed by the board have effect immediately and do not have to await approval of the minutes at a subsequent board meeting as outlined in item (2) above.
- (4) Approved minutes shall be posted on the divisional website and sent to all parent council chairs as soon as they are available.

Effective Date: April 20, 2004      Review Date: November 14, 2017  
Amended Date: September 21, 2021  
Board Motion(s): 268/04;220/21  
Legal/Cross Reference: