



BYLAW

BL6

Board and Committee of the Whole Minutes

Board Received: June 20, 2016

Review Date: September 2020

1. **Board Minutes**
 - a) **Ratification of Regular and Special Board Minutes**
Regular and Special Board minutes shall be ratified at the next Regular Board Meeting.
 - b) **Approved Minutes**
Approved minutes shall be kept of the proceedings of each meeting.
 - c) **Open to Public**
Ratified Public Session Board minutes shall be available for a five year period for viewing, at any time during regular office hours and made available on the Board's website.
 - d) **Distribution**
A copy of all regular Board minutes which include committee resolutions will be available at the meeting at which they are circulated for ratification.
2. **Committee of the Whole Minutes**
 - a) **Ratification of Committee of the Whole Board Minutes**
Committee of the Whole Board minutes shall be ratified at the Regular Board Meeting following the Committee of the Whole Board meeting.
 - b) **Open to Public**
Ratified Public Session Committee of the Whole Board minutes shall be available for a five year period for viewing, at any time during regular office hours and made available on the Board's website.