



COLLEGE OF THE NORTH ATLANTIC
GOVERNANCE POLICY

TOPIC: BOARD OPERATIONS

TITLE: BOARD MINUTES

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| Policy No. | GP-BO-206 | Supersedes | N/A |
| Related Policy | N/A | Effective Date: | October 28, 2011 |

- 206.1 The President or designate shall not fail to assist the Board to record and to maintain the minutes of the proceedings of the Board, and shall ensure that all published copies of minutes are available to Board members at least four days prior to the subsequent meeting.
- 206.2 The record of attendance shall not fail to be recorded in the minutes.
- 206.3 The minutes will not reflect the name of the Board member tabling a motion, the seconder, nor the individual voting.
- 206.4 The minutes shall contain: (i) issues; (ii) facts; (iii) motions; and (iv) the decision unless a motion of the Board determines otherwise.
- 206.5 The minutes of the preceding meeting, with any changes made by motion shall not fail to be approved by the Board and become the official minutes for that meeting.
- 206.6 The Board shall not fail to ensure that copies of minutes are maintained in perpetuity.
- 206.7 The Board shall not fail to ensure that the approved minutes of open meetings are accessible to stakeholders on the College website; minutes of closed meetings or sessions are not available publicly.

Approved by: Board of Governors, BM 06-11-06
Date: October 28, 2011