



COLLEGE OF THE NORTH ATLANTIC
GOVERNANCE POLICY

TOPIC: BOARD OPERATIONS

TITLE: BOARD MINUTES

Policy No. GP-BO-206 **Effective Date:** November 25, 2020

- 206.1 The President or designate shall 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.
- 206.2 The record of attendance shall be recorded in the minutes.
- 206.3 The minutes shall 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) motions; and (iii) the decision unless a motion of the Board determines otherwise.
- 206.4.1 The board secretary shall maintain background documents / background briefing notes for closed session/meeting topics in a permanent file and where such documents do not exist the board secretary shall record the facts presented by the board in a background document.
- 206.5 The minutes of the preceding meeting, with any changes made by motion shall be approved by the Board and become the official minutes for that meeting.
- 206.6 The Board shall ensure that copies of minutes are maintained in perpetuity.
- 206.7 The Board shall 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 (Board Minute)	Date
Original Policy	BM 06-11-06	October 28, 2011
Revised	BM 02-14-02	March 24, 2014
Revised	BM 06-20-9	November 25, 2020
Revised	BM 02-23-15	June 15, 2023