



# COLLEGE OF THE NORTH ATLANTIC

## GOVERNANCE POLICY

**TOPIC: BOARD OPERATIONS**

**TITLE: BOARD MINUTES**

<b>Policy No.</b>	GP-BO-206	<b>Supersedes</b>	N/A
<b>Related Policy</b>	N/A	<b>Effective Date:</b>	March 24, 2014

- 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.
- 206.2 The record of attendance shall not fail to 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 not fail to 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 not fail to 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 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.

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Approved by: Board of Governors, BM 04-11  
Date: October 28, 2011  
Revised: February 6, 2014  
Approved: Board of Governors, BM 02-14-02  
Date: March 24, 2014