

MINUTES

The Treasurer shall record the proceedings of each Board meeting in a book to be provided by the Board for that purpose, which shall be a public record.

The minutes of the proceedings of the Board of the previous meeting shall be prepared by the Treasurer and mailed or delivered to the members within 48 hours prior to the next regular meeting. All motions and the names of those who make motions, those who second motions and those who vote "aye" and "nay" or abstain shall be carefully recorded.

The record of proceedings at each meeting of the Board shall be corrected if necessary and approved at the next succeeding meeting. Approval of the preceding meeting shall be noted, after such approval, the President shall sign the record and the Treasurer attest the signing.

The official minutes shall be bound and filed in the office of the Board.

All records of the Board shall be available to citizens for inspection at the Board office.

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC 121.22
3313.26