



Operational Guideline

Meeting Minutes	O.G. # 2.01.05	Page 1 of 2
	Eff: October 10, 2014	Initial of Pres DC

Purpose: To ensure that all meeting minutes are provided to the membership, the following shall be completed regarding distribution of Executive, Zone and AGM Meetings.

Scope: The BCFTOA membership.

Policy: All meeting minutes shall be produced in order to have a networking system that improves communications and the operations of the Association. Minutes shall be posted by the Administrative Assistant.

Procedure:

All formal meetings of the Association, including but not limited to, the Annual General Meeting, Executive meetings, zone meetings or any special meetings shall have a record of the minutes produced for review by the membership.

Executive meetings requiring minutes include the monthly conference calls, any face to face meeting or special meeting where a quorum of Executive members are present. If any Executive member attends a meeting representing the Association they shall report all information during the following month's conference call. Minutes shall be produced by the Secretary of the Association or designate within 10 days of the meeting date. The minutes shall be approved by the Executive and placed on the membership area of the website. Once published the minutes are approved.

Zone meeting minutes shall be produced any time there is a conference call or face to face meeting. The Zone Representative or designate shall produce the record of the minutes within 10 days of the meeting date. The Zone Representative does not require approval of the minutes. The Zone meetings shall be placed on the membership area of the website. Once published the minutes are approved.

Annual General Meeting minutes shall be recorded by the Secretary of the Association or designate. Minutes shall be approved in principal by the Executive and posted, but require an acceptance vote by the membership during the following year's Annual General Meeting. Minutes of the Annual General Meeting shall be produced within 10 days of the meeting date.

Minutes shall not be removed from the website at any time, but will be archived after 18 months of their published date.

Executive and Zone Meetings suggested minute format shall be including the following:

- Attendance
- Unfinished Business
- New Business
- Round Table
- Adjournment

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Annual General Meeting Minutes Format shall include the following:

- Opening
- Roll Call
- Reports of directors, zone representatives, committees, etc.
- Unfinished business
- Correspondence and bills
- Resolutions and new business
- Nominations and elections
- Adjournment

Reference:

 Signature of President Signed: October 26, 2014	This OG replaces Issued: NA
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