

## AMSA Board of Trustees

### Minutes Policy A-102

#### Background

A written record for all Board meetings is always prepared and filed with the Director of Accountability. The minutes for all Board meetings shall adhere to AMSA Board of Trustees Bylaws and Massachusetts Open Meeting Law.

#### Process for Minutes of Regular and Special Board Meetings

A draft version of the minutes will be made available to a subset of the Trustees by the Director of Accountability within seven days after the meeting for initial review. All edits will be sent to the Secretary for necessary revisions within seven days of receiving the minutes.

A reviewed draft of the minutes will be made available to all Trustees seven days in advance of the meeting at which the minutes are to be approved. This will allow proper review and discussion of minutes at the next board meeting.

Minutes are reviewed, revised if needed, and approved at the Board meeting. The approved version will be sent to the Director of Accountability for archival and publication to the AMSA website within seven days of the board meeting.

#### Process for Minutes of Committee Meetings

A draft of the minutes will be made available to all committee members seven days after the meeting. All edits (e.g.: typos, grammar) will be sent to the Committee Chair within seven days of receipt.

Final minutes will be sent to the Director of Accountability by the Committee Chair for archival and publication to the AMSA website within seven days after the committee meeting.

#### Process for Minutes of Executive Session Meetings

The Secretary will send a draft of the Executive Session minutes to the Board Chair within seven days after the meeting. After review and approval by the Board Chair, the Secretary will send the approved version to the Director of Accountability for archival. Executive Session minutes that have not disclosed will be clearly designated as confidential. The Board will review the Executive Session Meeting minutes for disclosure in compliance with Open Meeting Law on the schedule stated in the Board calendar.

#### General Process for Minutes

All drafts will be clearly designated as such with a watermark or labeled as DRAFT, approved versions will be labeled as APPROVED. Approved minutes for release will be in PDF format for distribution and posting to the AMSA website.

Policy Number	A-102
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