

## Sept 2005 electronic meeting of BOD

Dear Members.

Results of the motions considered in the September 2005 Electronic Meeting of the Board of Directors are as follows:

MOTION: Made by Vice Chair Gregory, Seconded by Director Collard: That Fred Tischer be nominated to fill the remaining term of Ralph Pokluda who has resigned from the Nominating and Elections Committee. The motion is approved having achieved by secret ballot a majority vote of Board Members present and voting.

MOTION: Made by Director Hubby, Seconded by Director McIntyre:

That the Board approve the following resolution for publication and record retention of Board meeting minutes:

Resolved, that the Standing Rules and Electronic Meeting Procedures be amended to provide for publication and archiving of the official minutes of Board meetings as follows:

Standing Rules Amendment:

### ARTICLE III. BOARD OF DIRECTORS

#### Section 1. Records

##### (a) Minutes of Meetings (Amended September 30, 2005)

The Secretary shall keep minutes of all Board meetings according to Robert's Rules or as otherwise directed in these Standing Rules.

##### 1) Physical Meetings.

The Secretary will submit a draft of the minutes of all physical meetings of the Board within thirty (30) days of the date of the meeting, for subsequent approval by the Board.

##### 2) Electronic Meetings

Minutes of Electronic Meetings of the Board will be prepared and approved according to the procedures for such meetings as incorporated in the Operations Manual.

##### 3) Publication of Minutes

Once approved, a Notice of Publication of Approved Minutes will be published in the next available issue of the Bulletin in the Official Notices section, stating the full text of the Approved Minutes will be found in the same month issue of the MART, posted on the NAWCC website under Board of Director Documents, and posted to NAWCC\_NEWS.

##### 4) Archiving of Minutes

An archival copy of all Board meeting minutes shall be maintained at Headquarters as the permanent record of Board actions, the approved copy text being provided by the Secretary following Board approval. All Board meeting minutes shall also be permanently posted in electronic format on the NAWCC website for Member and Board viewing and reference, and a secure electronic copy maintained in NAWCC archives.

#### Electronic Meeting Procedures Amendment

The Electronic Meeting Procedures to be amended as follows:

1) Approval dates of the PREFACE and REGULAR MONTHLY MEETING PROCEDURES sections will be changed to read September 30, 2005. No change is required for the SUSPENSION OF RULES PROCEDURES section.

2) Definitions and Understandings, under Posting of Notices, Agendas, and Minutes page 2:

The Secretary shall be responsible for posting all notices, agendas, and minutes of electronic meetings of the Board to the NAWCC\_NEWS and forwarding of copies to Headquarters for publication and archiving. Specific instructions are shown in detail in the procedures following. When posting any notice, the Secretary's E-mail address will be shown in the message, for the purpose of enabling the members to respond to the Board on any item posted. Each notice posted by the Secretary shall contain a statement that all responses received will be forwarded to the Board for their review.

3) Item C 9) page 3 amended to read as follows:

C 9) Secretary reports results to NAWCC\_NEWS and to Headquarters for publication and archiving.

4) Item D 9) page 4 amended to read as follows:

D 9) Posting of Results

The Secretary shall then post the results of the voting, including the Director voting record, on the NAWCC\_NEWS within four calendar days following the close of voting. Copies of these messages shall also be forwarded to Headquarters for publication and archiving as provided in Section F 1) of these procedures.

5) Item F 1) page 6 amended to read as follows:

F 1) Minutes of Meeting

The proceedings of each meeting as reported by the Secretary to NAWCC\_NEWS are the official minutes of the meeting, and do not require subsequent approval or ratification by the Board. In addition to NAWCC\_NEWS these minutes are to be forwarded to Headquarters for publication and archiving as official acts of the Board, as provided in Article III Section 1 (a) 3) and Section 1 (a) 4) of the Standing Rules.

Voting on this motion is now closed. The motion is approved having achieved a two-thirds (2/3) majority vote of the Full Board as required by the Standing Rules.

Voting yea: Bazelon, Bryan, Collard, Gregory, Hubby, Klein, Landis, McIntyre, Orr. Voting nay: Draucker. Absent: Grosby.

Comments received from the Membership will be forwarded to the Board of Directors for review. Comments should be forwarded to the Secretary at [jdraucker@richmondva.org](mailto:jdraucker@richmondva.org).

Judy Draucker

NAWCC Secretary