

**SOP # 14 Revision:** 4-27-2016

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**Prepared by:** Bylaw/Policies and Procedures Comm.

**Approved by:** Board of Directors

## **SANTA ROSA PLATEAU FOUNDATION (SRPF) - STRUCTURING MEETINGS AND RECORD KEEPING**

**Policy:** The Board recognizes a need to meet on a regular basis, and to keep a permanent record of Board membership, activity, and Board proceedings.

**Purpose:** Meetings are held to make decisions, plan actions and shape the future. Records are kept to provide a written history of activities, which may become useful in the event of legal actions, program analysis, decision clarification and new Board member/staff education.

**Scope:** This procedure will apply to all activities of the Board and Board committees.

### **Procedure:**

#### **1.0 BOARD FILES**

- A. Board files will be maintained in a designated file cabinet. The SRPF staff will be responsible for maintaining these files.
- B. Documents to be kept on file include, but are not limited to, the Board Manual, Director resumes and applications for appointment, Bylaws, policies and procedures, Board meeting minutes, written review policies, executive session minutes, Board self-assessment surveys, and Board member and staff job descriptions.

#### **2.0 MEETINGS**

- A. Board members will meet the fourth Wednesday of every month (excepting December when no Board meeting is held) at the Santa Rosa Plateau Foundation's offices at 6:30 p.m. All meetings will be open to the public.
- B. Notice of special Board or committee meetings will be given at least one week (7 days) previously thereto by written notice delivered personally or sent by mail to each Director at his or her address as shown by the records of the organization. The general nature of the business to be transacted at the meeting should be specified in the notice.
- C. Meeting minutes will be written to reflect both approvals and dissents on all votes.
- D. The Secretary of the Board will sign and date all minutes after minutes have been approved or corrections made. The President's designee, if so approved may take the minutes.

- E. Any action required by law or any action that may be taken at a meeting of Directors may be taken without a meeting if a written consent setting forth the action is signed by all the Directors.

### **3.0 QUORUM REQUIREMENTS**

(See the Santa Rosa Plateau Foundations Bylaws, Section 5.08)