

## **SWCD Guidelines for Recording Official Minutes**

**Date of Meeting**

**Place meeting occurred**

**Type of Meeting - (Regular, Special or Emergency Meeting)**

**Names of Supervisors present and absent**

**Names of guest and staff**

**Name of presiding officer**

**Call to order and time**

**Approval of previous minutes by following options:**

Approved as read without vote

Approved as read with vote; minimum 3 affirmative

Approved as mailed without vote

Dispense with reading of minutes; minimum 3 affirmative

Minutes approved as corrected; minimum 3 affirmative

Minutes signed by Chairman, Secretary and Note Taker

(If neither is available other Board members can sign if they were there)

**Treasurer's Report**

Time covered

Cash in District and Special and Other i.e. Maintenance

Money received during report

Money paid out during report

All Account Balances

Contingent Liabilities from Employee Leave Balances and potential Unemployment Liabilities.

Unused leave totals for all employees should be approved monthly as listed in the minutes

Bills to whom and what for

Outstanding accounts receivable

Motion to accept Treasurer's report and bills be paid

Motion for bills to be paid must include statement of exact amount.

**Motions (Need 3 affirmative votes to pass including Chairman's if necessary)**

Indicate name of maker and second

Debate - recorded what is pertinent to the decision making process

Did it pass or not

Amendment to motion name of maker and second

Amendment passed or defeated

**When voting via roll call, all votes are recorded for or against Required for Executive Sessions.**

**Appointments by Chairman i.e. committees, delegates**

**Correspondence received**

**Condensed committee reports (If written they can be attached to the minutes)**

**Motion to accept new cooperators or requests for assistance**

**List of new cooperators**

**Summary of staff reports**

**Adjournment: time, motion, who? passed?**

**Other items to remember:**

Sunshine Law provisions affect all board conducted business.

Refer the Ohio Public Records Law and Open Meetings Act Handbook

Executive Sessions must be approved by a majority of the Board using a roll call vote.

The vote, by roll call, must be recorded in the minutes.

The specific reason for the executive session must be stated in the minutes (only 6 reasons).

Executive session must begin and end in open session. Note the time when open session ends and resumes.

No official board actions may be taken while in an executive session.