

BUILDERS ASSOCIATION OF NORTHERN NEVADA
BOARD MEETING MINUTES POLICY

Board minutes constitute an important legal and historical record of the policies and business activities of the Builders Association of Northern Nevada. They are a valuable record for the guidance of management about policy actions and directives. They also provide a source of information for board meetings and actions to be reported at the annual meeting.

Promptly after each Board meeting, the minutes shall be written in permanent form, signed by the appropriate parties, and upon adoption, placed on file at the Builders Association of Northern Nevada office by the Board Secretary.

The minutes shall comply with all provisions of *Robert's Rules of Order*, latest edition, and any applicable provisions of Nevada Revised Statutes (NRS), the Nevada Administrative Code (NAC), and the Internal Revenue Service.

The minutes shall include:

- Date, place and time of meeting
- A record of the people who attended the meeting, and directors who were absent
- All motions, resolutions, and votes of the Board. If a roll call vote is taken, each individual response shall be recorded
- Signature of the Board Secretary and President