

**Riverside Cemetery District
Board Policy**

MINUTES

Policy 25

The minutes of the meetings of the Board of Trustees constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings;
2. Record of all actions taken by the Board; the motion, the name of the member making the motion and seconding it and the record of the vote;
3. Lengthy discussion may be summarized and long documents will be attached by reference when necessary;
4. Record of all business that comes before the Board through reports of the Sexton, Office Manager or others including the public;
5. The names of all persons who speak before the Board and the topic of their remarks;
6. A record that an executive session was held.
7. A record of adjournment.

The minutes shall be signed by each member of the Board of Trustees following their approval. The minutes shall be in the custody of the Board Secretary, who shall make them available to the public upon request during normal office hours.

Copies of the unapproved minutes will be mailed to Board Members within 5 working days after a meeting.

Adopted: 11/9/2004