



PNAVA Policies and Procedures

Minutes of Meeting Policy

Policy Number: 1.5 Reviewed: 10/2021 Revised: 10/2021 EB Reviewed & Approved: 1/2022 Original Date: 10/1995

PURPOSE

1. To establish guidelines in recording the minutes of all meetings.
2. To provide records of the minutes of the meeting for future reference.

POLICY

There shall be an accurate and timely documentation of the agenda, discussion of issues, actions taken and other information of the meeting.

PROCEDURE

1. The recording secretary is overall responsible for the accurate documentation of the minutes of the Executive Board meeting, general assembly and special meetings following the agenda.
2. All minutes of the meeting shall reflect the date, time and location of meeting.
3. The minutes shall reflect the name of presiding officer and the names of all members present. Attendance of members present must be taken and documented in a sign in sheet for face to face meetings.
4. A quorum of the meeting must be ascertained before any vote is taken on specific issues.
5. A copy of the previous minutes of the meeting shall be available online, emails or hard copy per request prior to each scheduled meeting.
6. The recording secretary of the executive board and committees shall review the minutes and send to the presiding officer within two weeks after the meeting for review prior to distribution by email.
7. The secretary shall make a note to the members to return the minutes within two weeks with any correction, addition, and deletion.
8. Hearing none the minutes are approved by unanimous consent.
9. The secretary is responsible for record keeping and assures that all minutes of meeting are archived in a binder or electronic system.

Minutes format shall be as follows:

1. Title of meeting, date, time,

2. Attendance
3. Record of motions to approve agenda/minutes
4. Issues (Short Title)
5. Findings (summation of the discussion)
6. Conclusions (Evaluation & Analysis of issues)
7. Recommendations
8. Actions (description of what will be done or expected to change) such as who (name) does what (actions) when (date) and evaluation

REFERENCE (S)

ATTACHMENT(S)

1. Revision History



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Attachment 1: Revision History

Original author: Sol Aguinaldo
President: Venus Tomaneng (1995)
President: Hilo Laxa (2017)
Revision 1: 2017 P&P committee Norma Bariso
Revision 2: 10/2021 P&P Committee
President: 2020-2022 Catherine Paler