



Policy Number: 7

Adopted: March 2011

Procedures and format for minutes of Board of Director meetings of the Habitat for Humanity of Richmond and Westmoreland Counties

Section 7.5 of the Habitat for Humanity of Richmond and Westmoreland Counties affiliate (HFHRWC) bylaws state “the corporation shall keep as permanent records minutes of all meeting of its board of directors, a record of all actions taken by the directors without a meeting and a record of all actions taken by the Executive Committee and any other committees of the board of directors. The corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time”.

The HFHRWC Board of Directors has deemed it desirable to formally adopt a policy to document procedures for written meeting minutes of the HFHRWC affiliate.

- I. General: HFHRWC (Habitat for Humanity of Richmond and Westmoreland Counties)**
 - a. The Secretary will record minutes of each Board of Director’s meeting. If the Secretary is absent a person designated by the Directors for the meeting will record the minutes. The Secretary will retrieve minutes from designated minute’s taker for the record.
 - b. The Secretary will record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method) and whether the vote is unanimous.
 - c. The Secretary will have the responsibility of distributing the minutes within 5 business days after the meeting. Distribution can be via e-mail or stamped mail for Directors without e-mail service.
 - d. The Secretary will have the responsibility of recording and storing the minutes electronically and filing a printed copy in a 3 ring binder at the affiliate office. A copy will be made available to the webmaster for posting on the affiliate’s website.
 - e. A To-Do list for the next meeting will be reviewed at the end of each meeting by Secretary and a previous meeting To-Do List by the presiding officer at the beginning of each meeting.
 - f. All committee reports will be submitted to Secretary for filing at the affiliate’s office.

- II. Board Minute Format**

- a. A standard format is desirable to ensure audit and legal requirements are met by the HFHRWC affiliate.
- b. Opening (the following will be recorded)
 - i. The meeting date, time and location
 - ii. The time the meeting was called to order.
 - iii. The name of the person presiding over the meeting.
 - iv. The name of the person taking the minutes.
 - v. The name of the person delivering the opening prayer.
- c. **Roll call by the Secretary**
 - i. The Secretary will call the roll or pass a sign-in sheet to record members present and absent for the meeting.
 - ii. The Secretary will note who arrives late or leaves early so that these people can be briefed on what they missed.
- d. **Approval of previous meeting minutes.**
 - i. Presiding person will open the floor for changes or corrections to the previous Board of Directors meeting minutes. Once all changes are recorded a motion for approval of the minutes as presented must be made. The motion must be followed by a second motion for approval by a different board member. The floor will open for final discussion. After discussion the presiding person will call for a vote of approval. The vote will be recorded.
- e. **To-Do list from previous meeting**
 - i. Presiding officer will review To-Do list from previous meeting.
- f. **Executive Directors report.**
 - i. Executive Directors will report to the Board of Directors activities relative to their responsibilities. See Executive Directors job description.
 - ii. A motion for approval of the report as presented must be made. The motion must be followed by a second motion for approval by a different board member. The floor will open for discussion. After discussion the presiding person will call for a vote of approval. The vote will be recorded.
- g. **Finance Committee/Treasurer's report.**
 - I. Finance Committee chairperson will report all financial activities for the HFHRWC affiliate. See policy number 6 Financial Management Procedures.
 - II. A motion for approval of the report as presented must be made. The motion must be followed by a second motion for approval by a different board member. The floor will open for discussion. After discussion the presiding person will call for a vote of approval. The vote will be recorded.

h. Committee Chairperson's Report

- I. Chairperson of each committee will report activities for the HFHRWC affiliate.
- II. A motion for approval of the report as presented must be made by a board member. The motion must be followed by a second motion for approval by a different board member. The floor will open for discussion. After discussion the presiding person will call for a vote of approval. The vote will be recorded
- III. This process will follow each committee report.

Building and Site Selection Committee

Church and Public Relations Committee

Family Support Committee

Family Selection

Fundraising Committee

Legal Committee

- I. **Old Business**-Items discussed not related to a committee from previous meeting.
- j. **New Business**-Items discussed not related to a committee for this meeting or the next meeting.
- k. **Closing Prayer**
- l. **Adjourn**
- m. **TO-DO List for next meeting.**