

Procedure for Approval of the Minutes from Congregation Meetings
(Adopted August 21, 2012)

Within four weeks after a congregational meeting, the Board shall post the draft minutes of the meeting for the congregation to review. The posting shall include a note directing members of the congregation to send any comments and edits to the Board Chair for consideration. The draft minutes shall remain available for review for 4 weeks.

The Board Chair shall collect all comments and edits submitted by the congregation and present them to the Board at the first regular Board meeting following the expiration of the review period. The Board shall consider the comments and edits submitted by the congregation and determine if any changes to the meeting minutes are warranted before approving the minutes.