

CCRID PROCEDURE



Effective Date: May 2, 2009

Approved By: 07-09 CCRID Executive Board

PRO-2 CORRECTING MEETING MINUTES BY E-MAIL

| <u>Action By:</u> | <u>Step:</u> | <u>Action:</u> |
|-------------------|--------------|---|
| Secretary | 1 | Takes minutes during meeting. |
| | 2 | Makes minutes orderly, legible, and correctly formatted. |
| | 3 | Sends draft minutes to officers by e-mail or U.S. mail. |
| Officers | 4 | Read draft minutes. |
| | 5 | Identify corrections to be made. |
| | 6 | Inform secretary of necessary corrections |
| Secretary | 7 | Makes necessary corrections. |
| | 8 | Presents corrected minutes at next board meeting. |
| Officers | 9 | Approve minutes as corrected. |
| Secretary | 10 | Files approved minutes and any attachments. |