

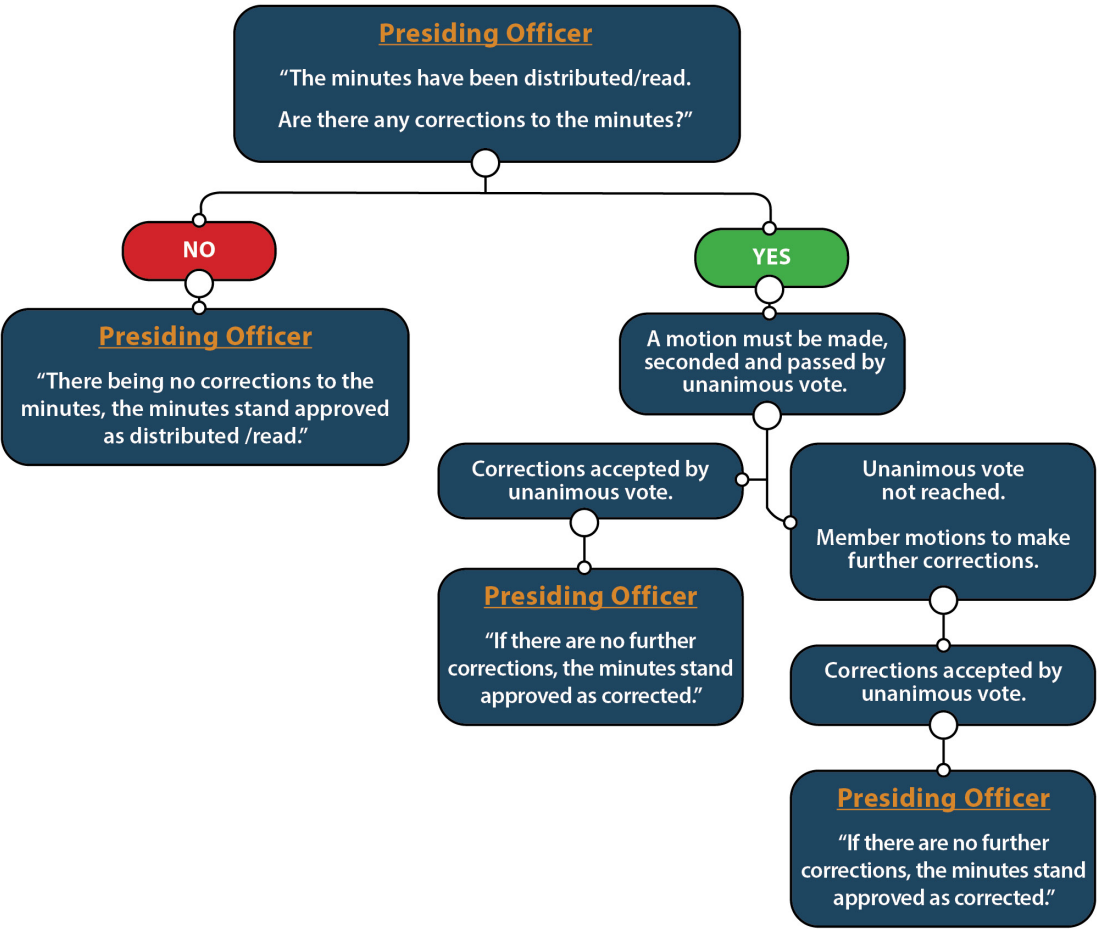
Approval of Meeting Minutes & Filing of Treasurer’s Report

Meeting Minutes

The meeting minutes approval process begins when the Chairperson/Presiding Officer makes the motion. Approving the minutes requires unanimous consent.

The minutes of the previous meeting should be approved during the current meeting. If this isn’t possible, a special committee or executive board may be required to approve the minutes.

The process is as follows:

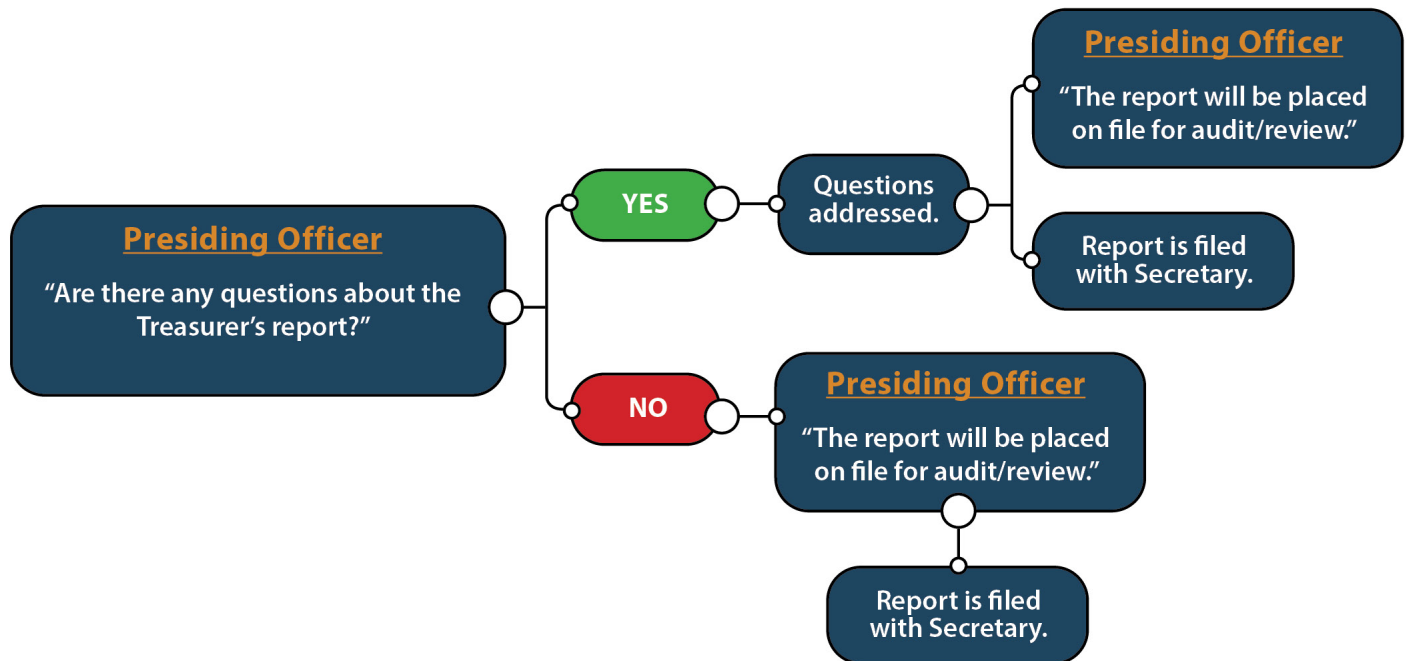


Treasurer's Report

The regular reports of the Treasurer should be received and filed with the Secretary. No motion is required. The Treasurer's annual report is given to auditors for approval.

The Treasurer's report should be presented during meetings.

The process is as follows:



* Reference: Robert's Rules of Order, v. 2024