

EXECUTIVE CABINET MINUTES
BOARD POLICY NO. 1.008

It shall be the policy of the Executive Cabinet that all official actions of the Executive Cabinet shall be set forth in full in the Executive Cabinet Minutes. Documents and other exhibits not readily reproduced nor easily included in the official minutes shall be placed by number recorded in the minutes and filed in the minutes so as to be immediately available.

The minutes shall reflect only action taken, eliminating explanations and discussions, unless same are asked for special inclusion by consent of the majority of the Executive Cabinet. A copy of all motions shall be carefully recorded. The names of those who move and second motions, and if the vote is not unanimous or is a roll call vote, the names of those who vote aye, nay, or abstain shall be recorded.

The minutes of the proceedings of the Executive Cabinet at the previous meeting shall be prepared and distributed to the members by the Secretary to the Executive Cabinet with the agenda for the next regular meeting.

One copy shall be signed as official by the presiding officer and clerk and kept at the NAAEC Office. A second copy shall be available in the Executive Director's office for inspection by the school staff or any interested citizen and on the NAAEC website (www.naaec.org).