

MINUTES

References: W.S. § 16-4-403 (c), 16-4-405, 21-18-304. WCCC Rules Chapter 3; Sect(b)(iii)

The Board Secretary shall cause minutes to be taken at each Board meeting.

Except for minutes taken of executive sessions of the Board, which shall be strictly confidential and produced only in response to a valid court order, minutes of Board meetings shall be reviewed and approved at the subsequent regular meeting of the Board and legally authenticated by the signatures of the Board president and secretary.

Once authenticated, the minutes shall be placed on file in the office of the executive assistant to the President/Board of Trustees where they may be reviewed by any person at reasonable times.

Original Adoption	January 26, 1989
Revised	August 8, 2002
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