

Board Special Resolution IV.2

Records of the Board

Category: Board of Governors

Approval: Board of Governors

Responsibility: University Secretary

Date approved: November 30, 1990

1. Any action of the Board of Governors will be evidenced by resolution recorded in the minutes of the Board and these shall be prima facie evidence of action taken.
2. Minutes of the Board, prepared by the Secretary, shall be reviewed where possible by the Chair of the Board and the President prior to their being sent to all members of the Board. Minutes of any meeting shall be submitted to the next meeting and, if adopted, shall be signed by the Chair and the Secretary.
3. All minutes of the Board shall be open to the inspection of any member of the Board in the office of the Secretary of the Board.
4. Records of committee meetings shall be maintained in the Secretary's Office in the form determined from time to time for committees of the Board.
5. The Secretary shall maintain a record of Board members, their current address, and terms of appointments.