

**Lady Creek Water System
Meeting Minutes Policy
April 20, 2021**

This policy was approved by the Lady Creek Water System (“LCWS”) Board of Directors (the “Board”) on April 20, 2021, to clarify LCWS Bylaws concerning preparation and approval of Annual Meeting minutes and Board meeting minutes.

Background: This policy implements the requirement expressed in Article VII, Section d. of the adopted Bylaws: “To cause correct and complete minutes to be kept of all of the meetings of the members and of the Board.”

Objectives: The objectives of this policy are:

1. to ensure that minutes of Annual Meetings are accurate, timely and are approved by the membership;
2. to ensure that minutes of Board meetings are accurate, timely and are approved by the Board;
3. to ensure that the original copy of the minutes of Annual Meetings and Board meetings are complete and correct copies of the final minutes as approved by the membership or the Board; and
4. To ensure that all approved minutes are posted on the LCWS website.

Policies:

1. Draft minutes of each Annual Meeting will be distributed to the members in a timely manner. Minutes may be distributed via e-mail or via a link to the LCWS website. Those minutes, with corrections and addition, will be approved by the membership at the next Annual Meeting.
2. Draft minutes of each Board meeting will be distributed to the Board in a timely manner. Those minutes, with additions and corrections, will be approved by the Board at the next Board meeting, or, if tabled, at a subsequent Board meeting.
3. Original copies of approved minutes of Annual Meetings and Board meetings will be signed by the Board Secretary, or in his/her absence, by any other officer of LCWS. By signing the original copy of the minutes, the officer attests that they are a complete and correct copy of the minutes as approved by the members or the Board. Evidence of such signature may be in electronic form.
4. All approved and final minutes will be posted on the LCWS website.