



FLORIDA ASSOCIATION OF COUNTIES, INC.
POLICY

Subject: Minutes

Objective: To provide for signed minutes of Board of Director's meetings, Executive Committee meetings, and Finance & Audit Committee meetings.

The Florida Association of Counties recognizes the need to provide a written record of Board of Directors, Executive Committee and Finance & Audit Committee approved meeting minutes.

Board of Director Minutes.

After approval of the minutes by the Board of Directors, the minutes should be signed by the FAC President and kept in compliance with the Association's record retention policy.

Executive Committee Minutes.

After approval of the minutes by the Executive Committee, the minutes shall be signed by the FAC President and kept in compliance with the Association's record retention policy.

Finance & Audit Committee Minutes.

After approval of the minutes by the Finance & Audit Committee, the minutes shall be signed by the Committee Chair and kept in compliance with the Association's record retention policy.

Reservation of Authority: The Board of Directors of the Association reserves the right to modify, amend or abolish this policy by majority vote at any regular meeting of the Board or any special meeting of the Board called for that purpose.

As approved by the Board of Directors this 31 day of June, 2009

[Handwritten signature of Rodney Long]
Rodney Long, President

