

Policy No: A-2

Subject: Board Meetings/Reports of Action

Number of pages: 2

Effective Date: June 27, 2015

Revision Date(s): June 24, 2022

Review Date(s):

Review Responsibility: AASL Bylaws and Organization Committee, AASL Board of Directors

Policy Statement:

Every member will have access to business conducted during board meetings.

Focus:

AASL Board of Directors, AASL Headquarters, AASL Members

Purpose:

To provide a system for reporting action taken at board meetings

Procedure:

1. Board meetings will be documented and minutes distributed appropriately.
 - a. The AASL Secretary/Treasurer will record the Actions taken by the AASL Board of Directors during board meetings and prepare minutes.
 - b. Minutes will include a list of board members who are present or absent, guests, and any motions and actions taken by the AASL Board of Directors.
 - c. The AASL Secretary/Treasurer will send minutes to the AASL Executive Director to distribute with board documents prior to the next board meeting.
 - d. The Minutes will be on a Consent Agenda for AASL Board of Directors to approve. Minutes may be pulled from the Consent Agenda for discussion..
 - e. Approved minutes will be posted to the public space for Board information on ALA Connect
2. Any AASL member may attend board meetings.
 - a. Any AASL member wishing to address the board should make a request to the AASL President prior to the meeting date.
 - b. Members will be excused during any executive session of the board.

-
-
3. Those individuals who would like to address the AASL Board with non-action items should submit requests to the AASL Executive Director, who will confer with the AASL President in drafting the board meeting agenda.