

Department of Oregon
Department Administrative & Advisory Commission
Resolution

No: A-23-01

Title: Documentation of Department Meetings Proceedings

Origin: Department Administrative and Advisory Commission

WHEREAS: Minutes are official record of actions taken during Department Executive Committee (DEC), Department Convention, Department Commissions/Committee meetings/proceedings, and

WHEREAS: Meeting minutes summarizes topics of discussions, decisions, votes on specific motions, activities, administrative information, date and time of meetings, and names all attendees, and

WHEREAS: Meeting minutes serves a historical purpose, a legal purpose while documenting a group's adherence to the proper procedures and organizational Constitution and By-Laws, Code of Procedures, Policies, State and Federal guidelines; and

WHEREAS: Minutes and recordings made during a meeting are discoverable in litigation, and

WHEREAS: In accordance with Oregon Revised Statute 60.771 - Corporation Records and Reports, a corporation shall keep as permanent records, minutes of all meetings of its shareholders and board of directors; a record of all actions taken by the shareholder or board of directors without a meeting and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation, now, therefore, be it

RESOLVED: By Department of Oregon, Administrative and Advisory Commission at its April 6, 2023, virtual meeting, That Department of Oregon at its annual meeting June 14-17, 2023 in North Bend, Oregon change Department of Oregon 2021-2022 By-Laws, Appendix A, Item 2 to read: "The Department Adjutant will transcribe a draft copy of minutes from each recorded Department Executive Committee (DEC) meeting no later than 30 days after each adjournment. A formal, formatted copy of each meeting minutes will be distributed by the Department Adjutant to DEC members and to Department Chairpersons for their review no later than 35 days after adjournment. Comments on meeting minutes from members of the DEC and Department Chairpersons must be returned to the Department Adjutant no later than 45 days after adjournment of applicable DEC meeting. Department Adjutant will distribute copies of DEC meeting minutes, in final approval form, to members of the DEC and to Department Chairpersons no later than 15 days prior to the next DEC meeting. Minutes from the Pre-Convention and Post-Convention DEC meetings will be distributed simultaneously in accordance with the mentioned timelines," and be it finally

Committee on Resolutions

Committee/Commission, Chairman Name, and Signature

Approved ☐

Rejected ☐

Referred to: ☐

Other Action ☐

Charles E. Schmidt, Chairman

Administrative and Advisory Commission

Signature, Resolutions Committee

RESOLVED: That Department Executive Committee members, Department Commissions and Committees Chairpersons, and Department Headquarters Staff comply with all governing directives by recording, documenting, and maintaining historical archives of all Department Executive Committee meetings, Department of Oregon Convention proceedings, and all Department Commission and Committee meetings.

Committee on Resolutions

- Approved ☐
- Rejected ☐
- Referred to: ☐
- Other Action ☐

Committee/Commission, Chairman Name, and Signature

Charles E. Schmidt, Chairman
Administrative and Advisory Commission

Signature, Resolutions Committee