

**The Department of Oregon  
Department Administrative & Advisory Commission  
Resolution**

---

**No: A-23-02**

**Title: Documentation of Department Convention Proceedings**

**Origin: Department Administrative and Advisory Commission**

**WHEREAS:** Minutes are official record of actions taken during Department of Oregon's Annual Convention, 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 meeting, That Department of Oregon at its annual meeting June 14-17, 2023 in North Bend, Oregon amend Department of Oregon 2021-2022 By-Laws, Article III – DUTIES AND POWERS OF OFFICERS, by adding “Section 5.1: Department Adjutant will record and transcribe Department Convention proceedings in draft form and distribute them to DEC members at the Fall DEC meeting for their review. Comments from members of the DEC must be received by the Department Adjutant 30 days after the Fall DEC meeting. A final, formatted copy for approval of the previous Department Convention proceedings will be distributed by the Department Adjutant to members of the DEC, no later than 30 days prior to the Mid-Year DEC meeting for approval at the Mid-Year DEC meeting;” and, be it finally

---

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


**RESOLVED:** That Department Executive Committee members, Department Commissions and Committees Chairpersons, and Headquarters Staff comply with all governing directives to record, document, and maintain 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