

COLLEGE OF MICRONESIA-FSM  
**BOARD POLICY No. 1313**

---

**Minutes of Meetings**

Date Adopted: 20-23 March 2006

Date Revised: 15 March 2018

Date Reviewed: 19 March 2015, 15 March 2018

References: PL 7-79, Section 13(6); Board Bylaws, Section 2

The executive assistant to the president of the college serves as the board's recorder at all meetings. The minutes of all meetings - regular, special and teleconference - are presented for adoption at the next face-to-face meeting of the board. The official minutes are disseminated within 20 calendar days of being officially adopted along with the list of actions and directives from the meeting in which the minutes were adopted.

All minutes of board meetings, except for records of executive sessions of the board or records expressly deemed non-public by the chairman, are open to inspection at the office of the president.