



# DISTRICT MINUTES CHECKLIST

## • VERIFY THE FOLLOWING

- All dates are correct on the agenda, minutes, and financial statement
- The agenda, minutes, financials, exhibits, and reports are for the same meeting
  - \*i.e. the October approved minutes should have the October agenda, financials, exhibits, and reports)
- Minutes are signed and dated in blue ink by the chairman
  - \*The minutes should be signed, not a separate approval statement
- Minutes show “Members Present” and “Members Absent” plus any others in attendance
- Heading on each page of the minutes includes the date of meeting, district name, and page number
- Minutes provide enough information that non-attendees and future readers can determine what was discussed and what actions were taken during the meeting
- Names and titles of all people who receive copies of your minutes are correct and listed at the end of the minutes
- All exhibits and reports are included

## • APPROVED MINUTES PACKET IS ASSEMBLED IN THE FOLLOWING ORDER

- Agenda of the meeting
- Minutes of the meeting signed and dated in blue ink by the chairman
- Financial Statement approved at the meeting
- Exhibits and reports presented at the meeting

## • MAKE SURE THAT

- All pages of the approved minute packet are sent in one PDF file
- File is named in the following format: CDMinutesOct20.pdf
  - \*Examples: SeminoleMinutesOct20.pdf, DeweyMinutesOct20.pdf
- Completed packet is mailed to [districtminutes@conservation.ok.gov](mailto:districtminutes@conservation.ok.gov) within 5 business days following the meeting in which they were approved

## • REMEMBER

- OCC-4C “Notice of Lack of Quorum” should be completed for no quorum meetings and emailed to OCC
  - \*Only the form must be provided, an agenda is not required
- OCC-4B “Notice of Change of Meeting” should be completed and emailed to OCC as soon as it’s filed with the County Clerk.
  - \*The emailed form must include the County Clerk’s stamp and must be received by OCC prior to the meeting occurring or being cancelled.