



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 in the order 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: CDMinutesMar23.pdf
 - *Examples: SeminoleMinutesMar23.pdf, DeweyMinutesFeb23.pdf
- Completed packet is emailed to your Area District Coordinator (ADC) 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 your ADC within 5 days of the no quorum meeting
 - *Only the form must be provided, an agenda is not required
- OCC-4B “Notice of Change of Meeting” should be completed and emailed to your ADC as soon as it has been filed with the County Clerk.
 - *The emailed form must include the County Clerk’s stamp and must be received by your ADC prior to the meeting occurring. If a meeting is cancelled, the form does not have to be filed with the County Clerk but must still be emailed to your ADC.