

OPOA STANDING RULE

POSTING OF MINUTES OF BOARD MEETINGS

To ensure that the minutes of the monthly OPOA board meetings are posted in a timely fashion, the OPOA board adopts the following standing rule:

- 1) The OPOA Secretary is responsible for the recording of the minutes of each monthly meeting. If the secretary is to be absent for a board meeting, he/she will notify the president, who will appoint a member to record the minutes for that meeting.
- 2) The finished version of the OPOA minutes will be posted no later than seven days after the board meeting. Any delay in this process will be brought to the attention of the president by the secretary.