



PROCEDURE

Title: BOD Meeting Minutes Obtaining Signature / Posting of Approved Minutes	Original Adoption: 12 October 2006
Approved by DMI BOD: 12 October 2006	Revised/Reviewed: 5 August 2015

The following procedure for obtaining signature on approved DMI BOD meeting minutes will be followed:

1. A copy of all unapproved Board of Directors (BOD) minutes (with “Draft” removed) from previous meetings will be provided to the DMI President for each BOD quarterly meeting. If the minutes are approved without any changes the minutes will be signed by the Secretary of the DMI BOD at the meeting. If changes are required or the Secretary is absent from the meeting, see #2.
2. If changes are required for the minutes to be approved or if the Secretary is absent from the meeting the following will occur:
 - a. The necessary (if any) changes will be made to the document.
 - b. The Secretary’s electronic signature will be attached by DMI’s Administrative Consultant (for hard copy filing only).
 - c. Finalized minutes will be sent (via e-mail) to the Secretary of the DMI BOD to re-confirm approval with a written correspondence (e-mail) which will be filed with approved minutes.
3. The approved minutes will be posted on DMI’s website without electronic signature.