

**KING CONSERVATION DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 09-009**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KING CONSERVATION DISTRICT, KING COUNTY, WASHINGTON, ADOPTING A POLICY ESTABLISHING BOARD OF SUPERVISORS MEETING MINUTES GUIDELINES.

WHEREAS, the Board of Supervisors of the King Conservation District desires to formally establish the procedures for minutes capture of Board of Supervisors Meetings.

BE IT RESOLVED, by the Board of Supervisors of the King Conservation District, King County, Washington, as follows:

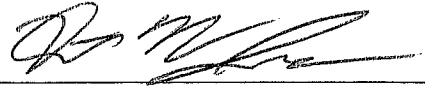
1. That the following Board of Supervisors Meeting Minutes Guidelines, as set out in Exhibit A, are hereby adopted and to immediately come into full force and affect from the date of adoption.
2. All District resolutions, polices, and procedures are hereby modified, amended, or superceded to be in accord with this Resolution.
3. District staff are authorized and directed to perform and carry out the terms and conditions of this Resolution.

ADOPTED by the Board of Supervisors at a regular open public meeting held on September 14, 2009.

  
Bill Knutsen, Chair

**CERTIFICATE**

I, David Irons, Secretary of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 09-009 of such Board, duly adopted at a regular meeting thereof held on the 12 day of October, 2009, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.



Secretary, Board of Supervisors

EXHIBIT A

KING CONSERVATION DISTRICT

BOARD OF SUPERVISOR MEETING MINUTES GUIDELINES

The following is the policy of the King Conservation District Board of Supervisors, that meeting minutes be developed and approved by following the guidelines provided below.

Meeting minutes serve to record agenda items and actions taken by the Board of Supervisors during regularly scheduled and specially called Board of Supervisors meetings. Minutes serve as the legal record of what was decided at a meeting. Meeting minutes record decisions made by the Board of Supervisors as an acting body. They are not intended to record the opinions or judgments made by individual Supervisors.

Minutes shall be taken using a standard format, using numbered lines and headings and subheadings that coincide with those of the meeting agenda. The agenda shall include consent agenda items, a public comment period, regularly scheduled reporting, unfinished business items, new business items, and presentations as deemed necessary and scheduled.

Meeting minutes shall include the following pieces of information:

- Type of meeting
- Name of organization
- Date, time and place of meeting
- Names of presiding officer and recorder of minutes
- Members present
- Establishment of a quorum
- Record of action taken on the minutes of the previous meeting
- Exact wording of each main motion as it was voted on with name of the maker of the motion and whether the motion passed or failed
- If the vote on the motion was counted, the count should be included
- Dissenting votes shall be included
- Any notices given at the meeting, especially for items that require that previous notice be given
- Points of order and appeals
- Reports should include the name of the committee/team/panel/liaison and the reporting member
- If written reports are provided, it should be attached to the minutes and the minute should note that it is attached

The minutes are official only after they have been approved by the action of the Board of Supervisors, which generally occurs at the next regularly scheduled meeting. If the minutes need to be referenced

between meetings, and prior to approval, a draft version of the minutes may be sent out, but should be clearly labeled "draft" or "not yet approved".

Unless the Executive Director or Board Chair requests that a correction or amendment to the draft minutes be made in writing, any corrections or amendments to the draft minutes may be made orally, indicating the location in the minutes (page and line number), and a clear indication of the language to be "added", "removed" or otherwise changed. Written copies of the proposed changes should be provided to the Board of Supervisors and to the Clerk. Any corrections or amendments to the draft minutes should be made in a manner consistent with this policy.

After the minutes have been corrected and approved, they should be signed by the Board Chair and/or Board Secretary / Auditor. The word "approved" and the date of approval should be added to the final version of the minutes, which will be filed in the designated Board of Supervisors records at the District office.

Files shall be kept at the King Conservation District office of Board of Supervisors meeting agendas, minutes, and reports. Official copies of meeting minutes shall be placed on file in a binder at the King Conservation District office.

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