

BOARD AND COMMITTEE MEETING MINUTES

Department: Board and Committees

Supersedes: 8/24/11

4/1/16: Pursuant to CFX Resolution 2014-263, this policy has been administratively revised to substitute the Central Florida Expressway Authority as the correct legal entity.

**A RESOLUTION OF THE CENTRAL FLORIDA EXPRESSWAY
AUTHORITY DELINEATING THE MANNER IN WHICH BOARD
AND COMMITTEE MEETING MINUTES SHALL BE KEPT**

WHEREAS, the Central Florida Expressway Authority (“CFX”) has previously adopted Rules of Procedure for Board Meetings dated January 27, 2010 (the “Rules”); and

WHEREAS, the Rules has set forth specific procedures for the preparation of CFX Board meeting minutes; and

WHEREAS, Section 1-1.009 of the Rules neither specifies what types of information should be included in the minutes for Board meetings nor does it address the keeping of minutes for the Board’s standing committees; and

WHEREAS, the CFX Board members have requested that meeting minutes be kept in a more abbreviated format and that the meeting minutes for the Board meetings and all standing committee meetings be kept in a uniform manner.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CENTRAL FLORIDA EXPRESSWAY AUTHORITY as follows:

1. Section 1-1.009 of the Rules of Procedure for Board Meetings shall be updated as follows:

Authority Board and Committee Meeting Minutes

The Executive Secretary of the Authority shall keep the official minutes of the Authority’s board meetings. The Recording Secretary of each of the Board’s standing committees shall keep the official minutes of each committee’s meetings. Each Secretary shall record the meeting and then transcribe the minutes into writing and have them approved at the next subsequent meeting. The meeting recordings and minutes shall be kept by the appropriate Secretary as a part of the public record.

The minutes of the Authority’s board meetings and committee meetings shall include the following:

- Date, time and place of meeting.
- List of Board or Committee members attending, and any members who were absent.
- Time the meeting was called to order.
- Approval of the previous meeting's minutes, and any amendments.
- Summary of reports, announcements, and other information shared.
- Proposals, resolutions, motions, amendments, a summary of the discussion, and final disposition (record who made the motion and who seconded it).

- Time of adjournment.
- Next meeting date, time and location, if available.

Motions and resolutions not previously set forth in the Agenda should be recorded verbatim.

Summarize the discussion, capturing key points and decisions reached. Do not attempt to quote items directly from the discussion.

The minutes of each meeting of the Authority or its standing committees, when approved, shall be the original and controlling record of the meeting. Before being submitted for approval, staff shall provide the Board Members or committee members a draft copy of the minutes in advance of the next scheduled meeting.

2. Due to the consolidated nature of future meeting minutes, all meetings of standing committees shall be recorded and the recordings shall be maintained in compliance with the State of Florida's General Records Schedule GS1-SL for State and Local Government Agencies.
3. Effective Date – This recommendation shall take effect upon adoption by the Board.

ADOPTED this 24th day of August, 2011.

(see below)

Walter A. Ketcham, Jr.
Chairman

ATTEST:

Darleen Mazzillo
Darleen Mazzillo, Executive Secretary

Approved as to form and legality

Joseph L. Passiatore
Joseph L. Passiatore
General Counsel

“Pursuant to CFX Resolution 2014-263 as adopted on July 10, 2014, this policy has been administratively revised to substitute the Central Florida Expressway Authority as the correct legal entity.”