

# LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

## POLICY MANUAL

no. 10.16D

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category: General Operations

title: Recording of Committee Action & Board Votes in Minutes

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original adoption: 01/08/91

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04/24/92

07/31/98

07/26/02

supersedes no. 10.16C

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### PURPOSE:

To ensure a generally accepted practice of conducting business under Robert's Rules of Order and add to clarity of the minutes.

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### POLICY:

All motions made by members of the Board will be recorded in the Board minutes with the name of the motion maker and the individual seconding the motion.

Roll call votes will be recorded as such. Voice votes will be recorded as unanimous or if not, the names of the dissenters will be recorded.

Committee actions which are not recommendations for consideration by the full Board shall be limited to actions regarding the conduct of the Committee and interim actions related to matters which will be subsequently referred to the full Board. No committee action shall be final or legally binding until confirmed by the full Board.