

**STATE BOARD OF PSYCHOLOGY of OHIO  
POLICY AND PROCEDURE MANUAL**

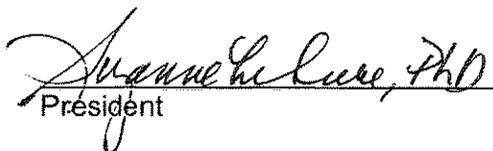
**SECTION 6: BOARD MEETINGS AND HEARINGS**

**POLICY 6.1: BOARD MEETING POLICIES**

**PRIOR DATE EFFECTIVE: JUNE 9, 2003**

**AMENDED AND EFFECTIVE: APRIL 30, 2013**

**REVIEWED AND APPROVED:**

 President	<u>7/17/13</u> Date	 Executive Director	<u>5/9/13</u> Date
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**POLICY STATEMENTS AND STANDARD OPERATING PROCEDURES**

- 1) The Executive Director or designee shall send tentative meeting agendas via email to members no later than seven (7) days prior to the board meeting at issue to allow for review of the agenda and preparation. Historical and contextual background for topics on meeting agendas may be included in agenda materials as needed to assist members in preparing for meetings.
- 2) Meeting minutes shall be taken by the Executive Director or designee and shall include the time the Board meeting convened, the time members went into Executive Session, the time members returned to an open meeting, the time the meeting recessed or adjourned, and sufficient detail to allow the public to determine the content of discussions underlying policy decisions and positions. The minutes will also note each member's vote on every formal motion.
- 3) Roberts Rules of Order may be followed for Board meetings, although the Board is an administrative body that is not bound to adhere to requirements of Roberts Rules.