# MINUTES POLICY

The Directors and Executive Committee are required to take minutes of meetings.

A draft copy of the minutes of Board meetings, shall be sent to each Director within 21 (twenty-one) working days of the meeting. “The Secretary shall keep the minutes of all meetings of the Board and Executive Committee, see that all notices are duly given in accordance with the provisions hereof, or as required by law, be custodian of all corporate books and records and in general perform all duties incident to the Office of Secretary and shall have such other duties as may be assigned to him/her by the Chairperson or by the Board from time to time. A draft copy of the minutes of every meeting of the Board shall be mailed to each director and the Secretary of Agriculture within 21 working days.” (Article VII, Section 7. Duties of the Secretary in the Bylaws [Appendix G](file:///C:\Users\kwestmark\Desktop\Extracted%20Board%20Policies\9-11-2017%20Consolidated\25.%20MINUTES%20POLICY.docx#_Appendix_G_–_1))

Upon approval by the Executive Committee, a copy of the minutes of every Executive Committee meeting shall be provided within 14 (fourteen) working days to each Director and the U.S. Secretary of Agriculture.

Upon approval of the Management Notes of Committee Meetings, the Management Notes will be distributed to each Director within 14 (fourteen) working days.

(approved by USSEC Board, 2/28/2017)