

HAWAII WRITERS GUILD
Policies and Procedures: Preparation of Minutes and Board Approval

After having distributed a draft of the minutes of any Board meeting, Board members shall have fourteen (14) days in which to review the draft and propose corrections or amendments. The minutes shall be finalized and posted to the website when a majority of Board members approve the draft. At the conclusion of the 14-day review period, the secretary may, but is not required to, consider the silence of or failure to respond by any Board member to be approval. In making this determination to finalize the draft, the secretary shall take into consideration the complexity of the issues discussed at the meeting, and the unavailability of any Board member to conduct a timely review of the draft.