

Anatomy of a Board Action Without A Meeting

A Board Action Without A Meeting is essentially a written Board resolution that is voted on by signature outside of a regularly scheduled Board meeting. The steps to carrying out a Board Action Without A Meeting are:

- 1) Board Secretary (or other Board Member) writes the proposed resolution. Board Actions Without A Meeting should be preferably typed on a computer to ensure legibility.
- 2) Each Board Member is served with the Board Action. Each Member indicates their vote on the resolution by signing their name along with how they vote (yes/no or approve/not approve).
- 3) A copy of the written motion with all signatures must be kept with the Board minutes.
- 4) The Board Action is announced at the next regularly scheduled Board Meeting and recorded in the Minutes.

[Co-op Name]
Board Action Without A Meeting
Resolution to [insert summary of the resolution]

[date]

Be it resolved that on [day, month, year] the [Co-op Name] Board of Directors took the following action:

[insert action here]

All Board Members were notified with the language, per the Bylaws. A majority of the Board of Directors approved/did not approve this motion, their signatures appear below:

<u>Mary Chang</u>	<u>Yes</u>	<u>2/15/18</u>
President	Vote	Date
<u>Juan Martinez</u>	<u>Yes</u>	<u>2/16/18</u>
Vice President	Vote	Date
<u>Jane Doe</u>	<u>Yes</u>	<u>2/15/18</u>
Treasurer	Vote	Date

[Remember to attach all necessary supporting documents. And, don't forget to include all supporting docs when you file the final, signed copy of the BAWM.]