

MINUTES OF DIVISIONS, TASK FORCES AND SPECIAL COMMITTEES

A copy of the approved minutes of all regular or special meetings of all Divisions, Task Forces and Special Committees of the Oklahoma Bar Association should be sent within three (3) days of approval to the Executive Director and the President of the Oklahoma Bar Association. The minutes shall be preserved and made a part of the records of the Oklahoma Bar Association.

The minutes of every Division, Task Force and Special Committee shall include, as an attachment, the financial report of the Division, Task Force and/or Special Committee in the same format as said financial reporting is presented to the Division, Task Force or Special Committee and with the same regularity as the financial reports are presented to the Division, Task Force and/or Special Committee (i.e. Monthly, quarterly, at each regular or special meeting, etc.).

The Executive Director of the Oklahoma Bar Association shall cause such minutes to be stored electronically. The document retention policy of the Oklahoma Bar Association shall not be applicable to the aforementioned minutes and they shall be kept indefinitely.

Approved by BOG 06/22/12.