



Ohio Administrative Code

Rule 3335-19-11 Minutes and reports of senate meetings.

Effective: February 19, 1988

(A) Official minutes of the senate meetings shall be taken and kept by the secretary of the university senate. A secretary's report of action taken at each meeting of the senate shall be sent to all members and alternate members after each meeting, and approved by senate action in a subsequent meeting.

(B) The official record and minutes of all senate meetings shall be those "secretary's reports on actions of the senate," together with the appropriate supporting and reference documents, as have been submitted to and accepted by the senate. The secretary shall also have taken and have preserved, for reference purposes, verbatim electronic sound recordings of all proceedings in senate meetings.
