



Board Meeting Minutes Checklist

Use this checklist to ensure that board meeting minutes are compliant with
Arizona Open Meeting Law [A.R.S. §§ 38-431 through 38-431.09](#).

- Date, Time, and Location** of meeting clearly indicated; virtual meeting links are acceptable [A.R.S. § 38-431.01\(B\)\(1\)](#)
- The meeting is **called to order** within a reasonable timeframe relative to the date and time listed in the corresponding agenda
- All members of the board recorded as either **present or absent** [A.R.S. § 38-431.01\(B\)\(2\)](#)
- General **description** of matters considered [A.R.S. § 38-431.01\(B\)\(3\)](#)
- Accurate description of all **legal actions** proposed, discussed, or taken [A.R.S. § 38-431.01\(B\)\(4\)](#)
- Names of persons **making statements or presenting material** to the public body are given, and are not listed in the board attendance if they are not board members [A.R.S. § 38-431.01\(B\)\(4\)](#)
- Names of **members who proposed** each motion prior to any voting on that motion [A.R.S. § 38-431.01\(B\)\(4\)](#)
- Record the Votes** of each member (A motion or second is not a vote, so ensure that every member votes and has their vote recorded) [A.R.S. § 38-431.01\(B\)\(4\)](#)
- All discussion and action items** align with items on the agenda
- If the governing board enters into **executive session**, a general reason for the executive session is listed and that reason is in compliance with [A.R.S. § 37-431.03](#)
- (Contractual requirement) **Members** listed in minutes align with ASBCS Online and/or the Arizona Corporation Commission (if applicable)