

Board Special Resolution IV.2

Records of the Board

Category: Board of Governors

Approval: Board of Governors

Responsibility: University Secretary

Date approved: November 30, 1990, Revised May 9, 2025

1. Any action of the Board of Governors will be evidenced by resolution recorded in the minutes of the Board and these shall be prima facie evidence of action taken.
2. Minutes of the Board, prepared by the Secretary, shall be reviewed where possible by the Chair of the Board and the President prior to their being sent to all members of the Board. Minutes of any meeting shall be submitted to the next meeting and, if adopted, shall be signed by the Chair and the Secretary and maintained in the office of the University Secretariat.
3. All minutes of the Board shall be open to the inspection of any member of the Board in the office of the Secretary of the Board.
4. Current agendas and minutes of open session meetings are posted on the Trent University Board of Governors website.
5. Records of Board and Board committee meetings are transferred to the Trent University Archives for historical preservation.
6. The Secretary shall maintain a record of Board members, their current address, and terms of appointments.

Contact Officer:

University Secretary

Date for Next Review:

May 2028