

Amend Policy Manual Section 1.02.6, Meeting Minutes as follows:

[...snip...]

Meeting minutes for ~~face-to-face or electronic~~ LNC electronic meetings or face-to-face meetings involving travel to a single site may be promoted from draft status to official during the time between LNC meetings as follows:

- Draft minutes ~~for LNC meetings scheduled as face-to-face meetings involving travel to a single site~~ shall be mailed or emailed to all LNC Members not more than 15 days after each meeting.
- Attendees may submit corrections, clarifications and changes to the draft minutes for the Secretary's consideration for a period of 15 days following the distribution of the draft minutes. The Secretary shall distribute an updated version of the draft minutes not later than 7 days following the end of that submission period.
- The updated version shall be deemed official if no LNC Member challenges the content to the Secretary within 7 days of the distribution of the updated version. These provisions are void if the Secretary fails to distribute the draft minutes of a meeting within 15 days after that meeting, or fails to distribute an updated version as described above.
- The Secretary shall send an official copy of meeting minutes to staff within 7 days of the promotion of those minutes from draft to official status.

[...snip...]