Anatomy of a Board Action Without A Meeting

A Board Action Without A Meeting is essentially a written Board resolution that is voted on by signature outside of a regularly scheduled Board meeting. The steps to carrying out a Board Action Without A Meeting are:

1) Board Secretary (or other Board Member) writes the proposed resolution. Board Actions Without A Meeting should be preferably typed on a computer to ensure legibility.

2) Each Board Member is served with the Board Action. Each Member indicates their vote on the resolution by signing their name along with how they vote (yes/no or approve/not approve).

3) A copy of the written motion with all signatures must be kept with the Board minutes.

4) The Board Action is announced at the next regularly scheduled Board Meeting and recorded in the Minutes.

[Co-op Name]
Board Action Without A Meeting
Resolution to [insert summary of the resolution]

[Co-op Name]
Board Action Without A Meeting
Resolution to [insert summary of the resolution]

Be it resolved that on [day, month, year] the [Co-op Name] Board of Directors took the following action:

[insert action here]

All Board Members were notified with the language, per the Bylaws. A majority of the Board of Directors approved/did not approve this motion, their signatures appear below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Chang</td>
<td>Yes</td>
<td>2/15/18</td>
</tr>
<tr>
<td>Juan Martinez</td>
<td>Yes</td>
<td>2/16/18</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Yes</td>
<td>2/15/18</td>
</tr>
</tbody>
</table>

[Remember to attach all necessary supporting documents. And, don’t forget to include all supporting docs when you file the final, signed copy of the BAWM.]