

Standard Requirements for Tape Recording Meetings

1. Tape recordings must be permitted by Federal/State/Local laws. (It is recommended you receive an opinion from local counsel.)
2. Lodge must receive a dispensation from the General Governor's office.
3. Tape recordings must remain in the possession or control of the Administrator at all times.
4. No reproductions are allowed.
5. The Administrator (or authorized person under his direct control) must transcribe tape recorded minutes within five (5) days.
6. All tapes must be erased immediately after approval of the minutes.
7. Governor must sign written minutes after approval. The Governor's signature verifies the correctness of the minutes.
8. Governor shall verify that all tapes have been erased after he signs the minutes.

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