



# Winnetka-Northfield Public Library District

## **Updated Robert's Rules Changes**

1. The Board will receive the previous meeting(s)' minutes in advance and given a deadline to respond with any corrections. At the next Board meeting, the Presiding Officer will ask if there are any corrections; if none are identified, the Presiding Officer will announce that the minutes are approved.
2. The Board will cease seconding any motions.
3. The Board will review but not approve all reports with the exception of the Annual Auditor's Report which requires approval.
4. Only items the Board voted to continue at the last meeting will be listed under Unfinished Business; everything else will be placed under New Business.
5. The Presiding Officer will refrain from voting except when their vote affects the result, such as in the event of a tie.