**Section 10.170 Board Action**

a) All final actions of the Board shall be evidenced by written resolution or memorandum that shall be incorporated into the minutes of the meeting at which the action was taken. All resolutions and memorandums proposed but not adopted shall be incorporated into the minutes of the meeting at which the resolution or memorandum was considered. For purposes of this Section, a memorandum shall be defined as a document or documents that clearly indicate what the Board is being asked to approve. For example, a list of change orders submitted for Board approval shall suffice.

b) Use of resolution format shall be restricted to highly important complex policy issues, when greater formality and permanence in force are desired, or for courtesy purposes. Routine matters such as meeting schedules and requests for approval of contract provisions should be presented in memorandum form. Board approvals that are redundant of matters required by law shall not be in resolution format.

c) Resolutions intended for short duration should contain an automatic repealer.

d) Resolutions may be relegated to historic status as may be appropriate. Courtesy resolutions should be designated as such, and will immediately and automatically be classified as historic.

(Source: Amended at 43 Ill. Reg. 14084, effective November 20, 2019)