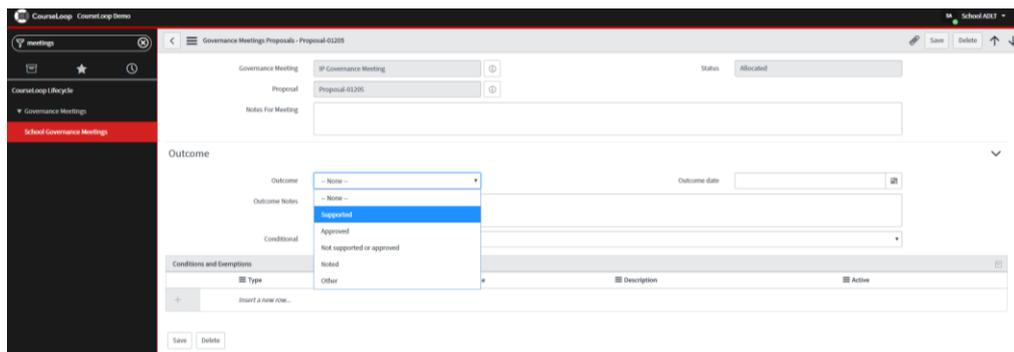


## How do I record the governance meeting outcome?

### Step 1

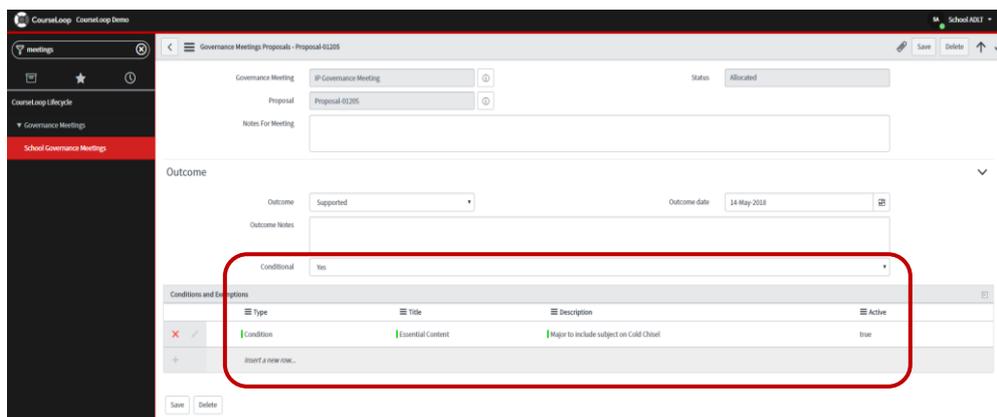
Once proposals have been considered at a governance meeting, the meeting administrator can record the outcome. Open the meeting detail view. Select the relevant proposal and click the  icon. Select the desired Outcome from the dropdown menu, record the Outcome Date and enter any relevant Outcome Notes.



The screenshot shows the 'Governance Meetings Proposals - Proposal 02205' form. The 'Outcome' section has a dropdown menu open with the following options: None, None, Supported, Approved, Conditional, Not supported or approved, Noted, and Other. The 'Outcome date' field is empty. The 'Conditions and Exemptions' section is also visible, showing a table with columns for Type, Title, Description, and Active.

### Step 2

A proposal can be supported or approved on a conditional basis. Any such conditions are recorded as part of the meeting outcome. Select "Yes" from the "Conditional" field dropdown. Double-click on the first line of the "Conditions and Exemptions" section under the "Type" heading. Select the relevant Type, and enter a Title and a Description, again by double-clicking under these headings. When all Conditions and Exemptions have been entered, click the Save button.



The screenshot shows the 'Governance Meetings Proposals - Proposal 02205' form. The 'Outcome' section has the 'Outcome' dropdown set to 'Supported' and the 'Outcome date' set to '14 May 2018'. The 'Conditional' dropdown is set to 'Yes'. The 'Conditions and Exemptions' section shows a table with one row: Type: Condition, Title: Essential Content, Description: Major to include subject on Cold Chisel, Active: true.