| **Category** | **Description (What belongs here)** | **Examples of Files** |
| --- | --- | --- |
| **Resolutions** | Formal decisions adopted by the governing body (Council, Board, House of Delegates). Include approved, amended, or superseded resolutions with numbers and dates. | “Resolution 45 – Medicaid Expansion (2025)”;“Amended Resolution on Telehealth (2023)” |
| **Bylaws & Governance Policies** | Foundational rules and governing documents that define organizational structure and decision-making. | “Bylaws – Revised 2024”;“Articles of Incorporation”“Governance Policy Manual” |
| **Board & Committee Proceedings** | Official records of Board and committee activities, including agendas, meeting packets, and minutes. | “Board Meeting Agenda – March 2025”;“Executive Committee Packet – July 2025”“Board Minutes – May 2025” |
| **Policy & Position Statements** | Official organizational positions or guiding principles on specific issues. Approved by governing body to guide advocacy and practice. | “Policy Statement on Workplace Violence (2023)”;“Position Paper: Childhood Vaccinations” |
| **External Advocacy & Communications** | Outward-facing communications with external stakeholders, such as government, regulators, coalitions, or the media. | “Letter to Congress on Medicare Reform (2025)”;“Press Release: New Policy on Laboratory Safety”;“Sign-On Letter Supporting Cancer Screening Access” |