

R 1-9-9 Board Minutes and Recording Votes

The secretary of the Board shall see that accurate minutes of the deliberations and actions of the Board are true and accurate. These minutes shall be a permanent record of the official actions of the Board of Education. The minutes shall become official upon approval of the Board and shall be maintained in the safe keeping of the secretary, who shall see that they are available for general public examination during the hours that the office is open.

Content and Style

In content and style, the official minutes shall be as brief and simple as possible and still retain the essential facts of each meeting. A record of all motions and amendments thereto that are offered, the disposition thereof and the vote thereon shall be recorded. All matters required by law, including accounts and bills acted upon and approved by the board shall be properly recorded.

Persons making a presentation before the board and the subject of their presentation shall be noted in the minutes.

Procedure for Approval

At each regularly scheduled meeting, the Board shall approve, after correction if any, minutes of previous meeting(s). Since minutes are official records, board members shall thoroughly review before voting minutes which are to be acted on and approved.

Signature by Presiding Officer and Secretary

After approval by the Board, the minutes shall be signed by the presiding officer of the meeting and the secretary of the board.

Recording Votes

The minutes will state how board members voted. Board members shall vote according to one of three (3) ways following motions presented before the board: (1) Yes, (2) No, or (3) Abstain.