MINUTES

The Secretary shall keep, or cause to be kept by a competent clerk, complete records of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes of the Board shall be kept in an official minute book and shall be a complete record of such minutes including resolutions and motions in full. Papers not a part of a formal motion, may be omitted if they are referred to and identified by some method.

Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are approved. Permanent minutes shall be signed by the Secretary upon approval.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The resignation of a Board members or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be kept in the Office of the Superintendent and shall be public record and open to public inspection during normal business hours.

Adopted: September 25, 1978

Adopted: November 9, 1987

Revised: August 9, 2010