

POLICY 7: MEETING MINUTES

A record of all transactions of the Board will be recorded in official minutes kept by the secretary as permanent official record. The minutes are open to inspection by the public; however, there is no obligation to provide copies of the minutes unless requested through due legal process. Minutes of closed sessions are not open to inspection by the public until and unless the Board authorizes their release.

The minutes include each motion, who made the motion, who seconded the motion, and the vote, which will be by voice.

Any individual voting against a proposition may state their reasons and request those reasons be part of the permanent official record.

Original: 4/84

Reviewed: 1/24

Revised: 1/07, 4/10, 10/11, 2/17, 1/24