

# MINUTES

## I. Introduction

- Official record of the board's proceedings
- Record of what was DONE, not what was SAID
- Not required to be a verbatim transcript
- Simplest form: Just motions and whether approved or disapproved, plus documentation of the existence of any conditions needed to take action (e.g., quorum, public hearing, etc.)

## II. Content of Minutes

### A. Initial Paragraph

- Kind of meeting (regular, special, closed)
- Name of board
- Date/time
- Place (if changes -- ex. meeting at each school)
- Whether chairman or secretary (supt.) is absent, and if so, who the substitute is
- Presence of a quorum
- Approval of prior minutes -- as is or corrected

### B. Body of Minutes -- Separate Paragraph for each subject matter showing:

1. *All main motions* (except those withdrawn) with:
  - Wording in which each motion was adopted or disposed of (can show parenthetical of debate and amendments);
  - Disposition of motion -- what happened? approved; disapproved; laid on the table; etc.
  - Name of mover -- don't have to show seconder unless board requires
2. *Notices of Motion* -- (Robert's p. 121-122)--
  - "previous" notice must be given if a motion will be made for certain actions such as to rescind/amend a prior action of the board or to postpone an event already scheduled
  - notice can be given in the upcoming meeting notice or at a prior meeting
  - if given at a meeting, it must be recorded in minutes
3. *Points of Order and Appeals*
  - questions whether proper procedure is being followed
  - decided upon by the chair (will be sustained or lost)

- minutes must show chair's decision and reason given by chair for the ruling
- minutes must reflect any appeal to the board and board's decision

**C. Last Paragraph**

- Hour of adjournment

**III. Other things to include in minutes**

- Public comment period – start and end times and number of speakers
- Number of votes on each side if a count is ordered or it's by ballot
- Name and subject of guest speaker -- no summary of remarks required
- Reports -- only need to say that it was given and placed on file, unless it includes resolution or recommendations that need to be acted upon or unless the board asks for the entire report to be entered in the minutes
- Copies of documents necessary to a board decision, or note where the document is located
- Disposition of other items on the agenda not already addressed in the minutes
- Signature of superintendent

**IV. Closed Session -- Required by State Law to have:**

- Full and accurate minutes
- General account so that a person not in attendance would have a reasonable understanding of what transpired; generally should set out subject of session and briefly summarize discussion; information considered by board in reaching its decision
- Difference: for minutes, nothing required if no action taken, except record that meeting occurred; for general account, need some record of discussion whether or not action took place. May not have minutes, but must have general account.
- General account can serve as minutes if it records action taken by the board.

**V. Draft Minutes -- Public Records**

- Public records law is broad -- any documents, tapes, etc. "made or received pursuant to law or ordinance in connection with the transaction of public business."
- Although not official minutes of the board until adopted, draft minutes would be considered a public record and would have to be provided upon request
- Example: school board draft student assignment plan – even if not yet provided to board