Code: BEDG

MINUTES

The Superintendent, in his/her role as Board Secretary, shall prepare and maintain accurate minutes of all meetings of the Board.

The minutes shall reflect the type of meeting (regular, special, or emergency), the date, time, and place of the meeting, and the names of the members present and those absent.

The minutes shall include, at a minimum: the wording of motions and resolutions; the name of the Board member making the motion; the name of the Board member seconding the motion (if a second is required); the action taken; and the vote.

When a Board member abstains from voting because of a conflict of interest as defined by law, his/her abstention shall be recorded in the minutes.

Unapproved minutes of meetings will be distributed to all Board members prior to the meeting at which they are to be presented for approval. Unapproved minutes will be made available to the media upon request and may be inspected and copied by members of the public at the Office of the Superintendent.

Board meeting minutes shall be acted upon by the Board at its next regular meeting. The Board's action on the minutes will be reflected in the minutes of the meeting at which they are approved.

Approved minutes shall be permanently filed in the Office of the Superintendent, where they shall be available to the public for inspection and copying during normal business hours.

Legal Reference: 1 MRSA §§ 402(3), 408
20-A MRSA §§ 1004, 1055
30-A MRSA § 2605

Cross Reference: BBBDA - Board Declared Vacancy Caused by Absenteeism

BEDI - Board Relations with the Media

Adopted: 1975
Revised October 12, 2011