

<b>POLICY TITLE: Minutes of the Meeting</b> <b>POLICY NO: 272</b> <b>PAGE 1 of 1</b>
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A complete and accurate set of minutes shall be kept of each board meeting. All minutes shall be available to the public within a reasonable amount of time after the meeting and shall include at least the following information:

1. All members of the board present;
2. All motions, resolutions, orders or policies proposed and their dispositions; and
3. The result of all votes and, at the request of a member, the vote of each member by name.

Minutes of executive sessions shall contain sufficient detail to convey the general tenor of the meetings.

If the designated clerk is not available to attend a meeting of the board, the board shall appoint a person to act as the temporary clerk. That person shall keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her.

Following a meeting of the board, the clerk shall prepare the typed copy of the minutes from the record of the meeting. A copy of the minutes shall be given to each board member prior to the next regular meeting. At the next regular meeting of the board, the minutes shall be approved and signed by the clerk and the chairman of the board. The official transcript shall become part of the official ledger of minutes maintained in the office of the superintendent of schools.

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**LEGAL REFERENCE:**

Idaho Code Sections

33-508

67-2344

**ADOPTED: April 22, 1998**