

Minutes of Meeting

BDDG

The minutes of the meetings of the Board of Trustees constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of preceding meetings;
2. A record of all actions taken by the Board, the motion, the name of the members making the motion and seconding it and the record of the vote;
3. Lengthy discussion may be summarized and long documents will be attached for reference when necessary;
4. A record of all business that comes before the Board through reports of the Superintendent, and through communications from the staff and the public;
5. The names of all persons who speak before the Board and the topic of their remarks;
6. A record that an executive session was held; and
7. The record of adjournment.

The minutes shall be signed by the Secretary, and following their approval the official copy shall also be signed by the Chairman of the Board.

The minutes shall be in the custody of the Board Secretary who shall make them available to the public upon request during normal working hours.

Copies of the unapproved minutes will be mailed to Board members within seven (7) days of the meeting.

Legal Reference: W.S. 21-3-110(a)(xvi)(A)

Adopted: September 19, 1985