

## **Section B: School Board Governance and Operations**

### **BEDG Minutes**

The minutes of a regular or special Board meeting will consist of a complete and accurate summary of each meeting. The Director will be responsible for the maintenance of the minutes.

A copy of the minutes of each regular and special meeting shall be distributed to each Board member as soon as possible. The Superintendents Advisory Committee will also receive a copy of said minutes after correction of any errors or omissions.

The minutes of the meetings will include the following:

1. Classification (regular or special) date and place.
2. Call to order indicating time and person presiding.
3. Record of the presence or absence of school board members.
4. Approval of the minutes of the previous meeting.
5. All main motions, whether sustained or lost, and a recording of each member's vote and the weighted vote.
6. Note time of recess – hour of adjournment.
7. Approval by Director.

Cross Reference: BEDA – By-Laws

First Reading: 11/19/97, 10/22/14

Adopted: 1/28/98, 11/19/14

Revised: 5/27/09, 9/24/14

Reviewed: \_\_\_\_\_