

1-106 Meeting Minutes

Board meeting minutes shall be created and maintained in accordance with the requirements of law. The Board may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file.

Each Board member shall be furnished with copies of the minutes of the open session portion of each Board meeting. Board members shall be furnished with copies of the minutes of the executive session portion of any Board meeting for the purpose of approving those minutes, after which all copies shall be returned to the Board Administrator.

All minutes of the open session portion of any Board meeting shall be open to public inspection during regular business hours at the principal office of the Board. Minutes of executive sessions shall be kept confidential except from Board members or as otherwise required by law. Copies of minutes or excerpts from any minutes of the open session portion of any Board meeting or from any executive session if the law permits such disclosure may be furnished by the Board Administrator.

Adopted June 26, 2007
Revised October 3, 2017