

MINUTES

Descriptor BEDG
Rescinds BEDG

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BOARD POLICY

1. The minutes of the meeting of the Board are a written record of all proceedings of the Board. Minutes shall be kept of all Board meetings, whether in open or executive session. ~~The Board speaks through its minutes relative to official action taken~~ and shall include the following:

- 1.1. Whether a meeting is a regular or special meeting;
- 1.2. Date, time and place of the meeting;
- 1.3. Names of members present and voting, annotated as to arrival and departure times if during the meeting;
- 1.4. Board members absent;
- 1.5. A statement that the meeting was called to order and commenced as an open meeting;
- 1.6. Approval of the minutes of any previous meetings;
- 1.7. An accurate recording of any final actions taken;
- 1.8. A record, by individual member, of all votes taken; ~~by individual member;~~
- 1.9. Any other information which a majority of that the Board requests be included or reflected ~~may direct to be included~~ in the minutes; and

- ~~1. A record of any closed determination or executive session to include:~~

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- ~~• A motion to enter into a closed determination for an executive session stating an allowable reason and the vote;~~
- ~~• A motion and vote to enter into executive session;~~
- ~~• A motion and vote to conclude an executive session and return to open session;~~

1.10. Notification of formal adjournment of the Board.

~~Signature of the president of the Board and attested by the secretary.~~

2. Minutes of a meeting conducted by teleconference or video means shall comply with the requirements of this policy and state law.

3. Minutes of Board meetings of the Board shall be recorded within a reasonable period of time not to exceed thirty (30) days after recess or adjournment, and shall be maintained in perpetuity at the office of the superintendent, available for public inspection review during regular office hours.

4. Minutes shall be signed by the president of the Board, attested by the secretary and shall become official upon adoption ~~and approval~~ by the Board at the next ~~session~~ regular meeting or within thirty working days, whichever occurs later.

5. Copies of the minutes will be sent to all members of the Board at least seventy-two hours in advance of a the meeting at which the minutes are to be considered for approval. If members suggest corrections to the minutes, those sections will be revised and presented for approval at a subsequent meeting.

~~Legal Reference: Section 37-6-9, Mississippi Code~~

EXHIBITS

None

REFERENCES

MCA §§ 37-6-9 25-41-11

FORMS

None

***RESCINDS**

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