

POLICY 1100

Minutes

A. Open Meeting Recording and Minutes

1. The Business Administrator shall keep, or cause to be kept, written minutes and a recording of all open School Board meetings with the exception of site visits or traveling tours of the Board where no vote or action is taken. Only written minutes are required during site visits or travelling tours.
2. The written minutes of open meetings must include:
 - a. The date, time, and place of the meeting;
 - b. The names of all members present and absent;
 - c. The substance of all matters proposed, discussed, or decided, which may include a summary of comments by board members;
 - d. A record, by individual members, of all votes taken, with the record of each vote being set out in list format, by category for each action taken by a member (including yes votes, no votes, and absent members), and by each member's name;
 - e. The name of each person who is not a Board member who was recognized by the presiding Board member and upon recognition presented testimony or comments to the Board and a brief summary of the public testimony or comments; and
 - f. Any other information that is a record of the meeting proceedings that any member requests be entered in the minutes.
3. The requirement that the written minutes include the substance of Board discussion and of public comments may be satisfied by maintaining a publicly available online version of the minutes, which includes a link to that portion of the meeting recording, which relates to the discussion or comments.
4. The recording of the meeting must be a complete and unedited recording of all open portions of the meeting from the commencement of the meeting through the adjournment. Those in attendance may also record the meeting as long as their recording does not interfere with the meeting.

B. Approval of and Availability of Minutes and Recordings of Board Meetings

1. The written minutes and the recording of an open board meeting are public records and must be available upon request within three business days after the end of the meeting (recording) or within a reasonable time but no more than thirty days (written). Written minutes made available to the public should be marked in a way signifying that they have yet to be approved until the Board takes formal action to approve them.
2. Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the president upon approval of the Board. Approved minutes and any public materials distributed at the meeting that the minutes relate to shall be made available to the public within three business days after they are approved by the Board by
 - a. making them available at the District office,
 - b. posting them on the District's website, and
 - c. by either posting the minutes and materials on the Utah Public Notice website or posting a link on the Utah Public Notice website which can be used to access the minutes and materials on the District website or another website.

[Utah Code § 52-4-203\(g\) \(2024\)](#)

C. Closed Meeting Recording and Minutes

1. With the exception of a closed meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, a recording must be kept of a closed meeting. Written minutes may also be kept.
2. A recording of a closed session must include:
 - a. The date, time, and place of the meeting;
 - b. The names of all Board members present and absent;
 - c. The names of all others present except where such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting.

3. The recording of a closed session must be a complete and unedited recording of all portions of the closed meeting.

[Utah Code § 52-4-206 \(2023\)](#)

D. No Secret Ballot

1. No vote shall be taken by secret ballot.

E. Closed Meeting Recordings and Minutes are Protected

1. All recordings, minutes, and reports of closed meetings are hereby designated as "Protected Records" under the Government Records Access Management Act.

[Utah Code § 52-4-206 \(2023\)](#)
[Utah Code § 63G-2-103 et seq.](#)