

Three Rivers School District

Code: BDDG
Adopted: 11/21/05
Orig. Code: BDDG

Minutes of Board Meetings

~~Audio recordings must be taken at all meetings, including executive sessions. Whenever possible, written minutes will be taken at all meetings. If written minutes are not taken, minutes will be compiled from the audio recording of the meeting. Minutes of regular meetings must show the name of each Board member present, each motion, resolution or other procedural proposal and its disposition, the results of all voting, including the vote of each member by name and the vote cast by each member. Minutes need not be a verbatim transcript, but they must set forth reasonably the substance of any discussion on any subject.~~

~~Executive session minutes may exclude a report of the discussion of matters, which were the basis for calling the executive session.~~

~~Within a reasonable time after conclusion of a meeting, the minutes of that meeting must be available or accessible upon request. Meeting minutes do not become official, however, until they have been reviewed and adopted by the Board at its next regular session.~~

~~Information specifically exempted by law from public inspection will not be published or furnished.~~

The Board secretary will take written minutes of all Board meetings. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons can view minutes after they have been approved by the Board on the district website.

The district will maintain a hard copy¹ of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

¹ Oregon Administrative Rule 166-400-0010(9)

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

[House Bill 2514 \(2019\)](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).