

## **ADVISORY 243**

*Note:* This material is written by NMSBA for informational purposes only, and not as legal advice. You may wish to consult with your attorney for further explanation and advice as to the content of this advisory.

## MINUTES

Minutes shall be kept of all regular and special Board meetings. Draft copies of minutes of each Board meeting will be available for public review in the District administrative office ten (10) working days after the date of the meeting. The Board will take action at a subsequent meeting to amend and/or approve these minutes.

The minutes of the Board of Education shall include:

- The date, place and classification of the meeting (regular, special, etc.).
- Record of the roll call of Board members (names of members present and those absent).
- A notation of the presence or absence of the Superintendent.
- A record of any modification of the published agenda.
- A record of any corrections to the minutes of any previous meeting and the action approving them.
- A record of any communications, petitions, or reports presented to the Board and the substance of any proposals considered.
- A record of each motion placed before the Board, the member making the motion and the member seconding it (if any), the declaration of the person presiding as to whether the motion passed or failed and the name of each person voting "aye" or "nay," or abstaining on other than unanimous votes.

All reports, resolutions, agreements and other written documents which require Board action may be made part of the minutes by reference only, but shall be kept on file as part of the permanent record.

A "draft" copy of the minutes will be made available for public inspection within ten (10) working days of the meeting and should clearly indicate that they are "not official." Minutes become official when approved by the Board. Draft minutes shall be approved, amended or disapproved at the next meeting where a quorum is present.

Minutes shall be permanently filed and kept in the Superintendent's office after approval by the Board. They shall be kept for inspection by any citizen at any time the Superintendent's office is open during regular business hours. The minutes shall not be removed from the Superintendent's office. A copy of an minutes approved at a meeting shall be posted on the District's website within one week of the meeting's conclusion and

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shall be publicly available for at least three (3) years following the date of the meeting unless the state records retention schedule provides otherwise.

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## Summary of the Minutes

On or before the tenth (10th) day of each month the Superintendent shall prepare a summary of the minutes of all meetings held by the Board during the preceding calendar month, such summary shall contain a full and correct account of all business transacted, showing all matters presented, the action taken thereon, or other disposition thereof. A statement of all moneys received during the preceding calendar month shall be prepared showing the source and the amount received from each source with a detailed statement of all expenditures made during such preceding calendar month, including a list of all warrants issued, to whom issued, the amount of each warrant and the purpose for which the warrant was issued.

The summary of minutes shall be filed with the Board Secretary and shall be a public record open to inspection of the public and a copy thereof shall be mailed to each and every legal newspaper published in the county for such use as such newspaper may see fit.

*Adopted:* date of manual adoption

LEGAL REF.: 10-15-1 NMSA

10-17-1 NMSA

10-17-2 NMSA

**SB 137 2024 regular session (TBD!)**

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