

BEDG-R ©

REGULATION

MINUTES

(Minutes of Open Session Governing Board Meetings, Board Subcommittees and Advisory Committees)

For meetings other than executive sessions, minutes are to contain *at least* the following information:

- A. Date, time, and place of meeting.
- B. Members of the Governing Board recorded as either present or absent.
- C. General description of the matter considered.
- D. [A record of how each member voted.](#)
- E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.
- F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.

A *meeting*, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [38-431]

It is therefore necessary to remember that:

- A. the coming together of a quorum of Governing Board members:
 - 1. in person or by technological devices such as speakerphone, Internet, or other device,
 - 2. including study sessions, work sessions, and retreats,
 - 3. regardless of whether or not any voting is scheduled to occur,
- B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
 - 1. is a "meeting" and, therefore,

2. minutes must be taken and processed as required by statute and specified above.