

Bylaw

Minutes/Taping/Broadcasting

Minutes of Board Meetings

The official Bristol Board of Education clerk shall keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. A record of the disposition of all matters on which the Board considered, but did not take, action.

Copies of the minutes shall be sent to all Board members before the meeting at which the minutes are to be approved.

The minutes shall become permanent records of the Board and shall be in the custody of the Board clerk who shall make them available to interested citizens upon request.

Legal Reference: Connecticut General Statutes

[1-210](#) Access to public records.

[1-225](#) Meetings of government agencies to be public.

Bylaw Adopted: March 10, 1993

Bylaw Revised: July 7, 2004

Bylaw Revised: July 6, 2016

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut