

Board Policy

Descriptor Code: BCBH

Board Meeting Minutes

The Board secretary shall keep, or cause to be kept, a record of the procedures of the Board; shall preserve all important papers and records; and shall notify members of meetings of the Board and Committee.

- A. A record of all actions taken by the Board, with the names of members casting affirmative, opposing and abstention votes recorded;
- B. Resolutions and motions in full involving the names of members making and seconding them; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;
- C. A record of the disposition of all matters on which the Board considered, but did not take action.

Copies of the minutes shall be made available 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 secretary.

Minutes of the previous meeting shall be reviewed and approved, amended or rejected by the Board.

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ADOPTED: March 18, 2002

LAST REVISED: April 19, 2004

MUSCOGEE COUNTY BOARD OF EDUCATION