

MINUTES

The Business Manager shall keep a complete record of the meetings of the Board. The minutes should be as brief as possible but record all action taken by the Board. Meetings may be recorded electronically by the Business Manager using either audio or video tape, in which case the tapes shall be used for the purpose of ensuring accuracy of the written minutes. Except in the case of executive sessions where tapes are required, the tapes will not be considered the official record of the meeting and may be reused after the written minutes have been transcribed.

The minutes shall be kept in an official minute book and shall include:

1. Whether it is a regular or special meeting; the time and place, members present, approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, with the vote recorded by name except in cases of unanimous votes.
3. Resolutions and motions in full, (whether or not they were seconded) and 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.
4. A record of the disposition of all matters which the Board considered, but upon which no action was taken.
5. A record of all business that comes before the Board through reports of the Superintendent and others, and through communications from staff and public.
6. The names of all persons who speak before the Board and the topic of their remarks.

The format and style of the minutes should follow the pattern of the agenda for the meeting.

A copy of the minutes shall be made available to all board members prior to the meeting at which they are to be approved. Following approval they shall be signed by the Board President and the Business Manager.

The minutes are a part of the official records of the district and shall be open to public inspection during normal business hours.

The minutes shall be published in the official newspaper of the district as required by law so long as such publication is approved by the electorate at the school board election every two years.

Legal Ref:	NDCC 15.1-09-31	School board proceedings - Publication
	NDCC 15.1-07-21	School district business manager - Duties
	NDCC 44-04-18	Access to public records - Electronically stored information
	NDCC 44-04-21	Open voting at public meetings required - Results recorded in minutes