

MINUTES

The minutes of Board meetings constitute the written record of Board action. Therefore, the Treasurer shall record in the minutes of each meeting all actions taken by the Board.

The minutes of each Board meeting shall include:

1. the nature of the meeting (regular or special), the time, the place, members present and the approval of minutes of preceding meeting(s);
2. a complete record of all official action taken by the Board relative to all business transacted;
3. items of significant information bearing on action and
4. record of adjournment.

The Treasurer shall include the motion, the name of the member making the motion, the name of the member seconding it and the record of the vote on the motion.

The minutes shall be signed by the Board President and attested by the Treasurer, following their approval by the Board at a subsequent meeting.

As permitted by law, the reading of the minutes at Board meetings may be waived, provided that copies of the minutes have been distributed to all members of the Board at least two days prior to the date of the next succeeding meeting and that copies of such-minutes are made available to the public and news media.

The approved, official minutes shall be kept the office of the Treasurer who, after they have been read and approved by the Board, shall make them available to interested citizens upon request during normal office hours. Copies of the approved minutes shall be provided at a cost.

[Adoption date: August 14, 2001]

LEGAL REFS.: ORC 121.22
149.43
3313.26

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
KBA, Public's Right to Know