

Decatur County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 07/13/17
		Rescinds:	Issued:

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
 2 of the board.¹ A draft of the minutes of the previous meeting shall be sent to all board members with
 3 the agenda for the subsequent meeting. Following their approval by the board, the minutes shall be
 4 signed by the chair and director of schools. The minutes shall become permanent records of the board
 5 and shall be made available to interested citizens and the news media upon request.^{2,3} A copy shall be
 6 mailed to all board members, the president of the local education association, and to each of the
 7 schools no more than thirty (30) days after approval by the board.⁴

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or
 10 absent, and the approval of the minutes of the preceding meeting;²
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the board, together with
 12 the names of the members making and seconding the motions, and a record of the members
 13 voting “aye” and “nay” in the event of a roll call vote;²
- 14 3. Reports, documents, and objects relating to a formal motion may be omitted from the minutes,
 15 if they are referred to and identified by title and date;
- 16 4. Names of persons addressing the board and the purpose of their remarks; and
- 17 5. A brief account of those items discussed, and whether or not any motions were made regarding
 18 those items.
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Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104
3. TCA 10-7-503(a)(1)(B)(2)(B)(i)-(iii)
4. TCA 49-2-203(a)(11)