

Hardeman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 12/16/99
		Rescinds: BCBH	Issued: 09/14/95

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

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9 The minutes shall include:

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11 1. The nature of the meeting (regular or special), time, place, date, board members present or absent,
12 and the approval of the minutes of the preceding meeting;^{2,3}
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14 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
15 the names of the members making and seconding the motions, and a record of the members
16 voting “aye” and “nay” in the event of a roll call vote;^{2,3}
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18 3. Reports, documents and objects relating to a formal motion may be omitted from the minutes,
19 if they are referred to and identified by title and date;⁶
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21 4. Names of persons addressing the Board and the purpose of their remarks; and
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23 5. A brief account of those items discussed, and whether or not any motions were made regarding
24 those items.

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Legal References:

1. TCA 49-2-301(b)(C)(D)
2. *Robert's Rules of Order*, Article VII, Paragraph 41
3. TCA 8-44-104
4. TCA 10-7-503
5. TCA 49-2-203(a)(12)
6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)