

Hardin County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 08/13/12
		Rescinds: 1.406	Issued: 11/04/02

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}
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7 The minutes shall include:

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

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