

Monroe County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Minutes</h2>	Descriptor Code: 1.406	Issued Date: 05/05/16
		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 upcoming 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 emailed to all board members.⁴ All minutes are posted on the Monroe County Schools website.

7 The minutes shall include:

- 8 1. The nature of the meeting (regular or special), time, place, date, board members present or
 9 absent, and the approval of the minutes of the preceding meeting;²
- 10 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
 11 the names of the members making and seconding the motions, and a record of the members
 12 voting “aye” and “nay” in the event of a roll call vote;²
- 13 3. Names of persons addressing the Board and the purpose of their remarks; and
- 14 4. A brief account of those items discussed, and whether or not any motions were made regarding
 15 those items.

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)