

# Smith County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Minutes</b>	Descriptor Code: <b>1.406</b>	Issued Date: <b>11/16/10</b>
		Rescinds: <b>1.406</b>	Issued: <b>12/20/05</b>

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

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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;<sup>2,3</sup>
- 13  
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;<sup>2,3</sup>
- 17  
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;<sup>6</sup>
- 20  
21 4. Names of persons addressing the Board and the purpose of their remarks; and
- 22  
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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34 Legal References:

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