

## Rutherford County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <h3 style="text-align: center;">Minutes</h3>	Descriptor Code: <b>1.406</b>	Issued Date: <b>11/15/16</b>
		Rescinds: <b>1.406</b>	Issued: <b>01/15/09</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> 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.<sup>2,3</sup> A copy shall be  
 6 posted on the district website at [www.rcschools.net](http://www.rcschools.net).

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;<sup>2</sup>
- 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;<sup>2</sup>
- 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.

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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)