

Board of Trustees

Policy 1025

Board Meeting Minutes

A complete and accurate set of minutes will be kept of each board meeting. All minutes will be available to the public within a reasonable amount of time after the meeting and will include at least the following information:

1. All members of the board present;
2. All motions, resolutions, orders, or policies proposed and their dispositions; and
3. The result of all votes and, at the request of a member, the vote of each member by name.

Minutes of executive sessions will reference the specific subsection of Idaho Code §74-206 authorizing the executive session, and provide sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session.

If the designated clerk is not available to attend a meeting of the board, the board will appoint a person to act as the temporary clerk. That person will keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her.

Following a meeting of the board, the clerk will prepare the typed copy of the minutes from the record of the meeting. At the next regular meeting of the board, the minutes will be approved. The approved minutes will become part of the official ledger of minutes maintained in the district office.

Policy History:

Adopted: May 2018

Legal Reference:

Idaho Code Sections

- 33-508 (Duties of Board Clerk)
- 74-201 *et seq.* (Open Meeting Law)