

# Washington County Board of Education

Descriptor Term:

Descriptor Code:

Issued Date:

**1.606**

**05/07/98**

## Minutes

Rescinds:

Issued:

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

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9 The minutes shall include:

- 10  
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 voting  
16 “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, if  
19 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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Legal References:

- 35 1. TCA 49-2-301(f)(3).
  - 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)(12).
  - 40 6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)
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