

Policy Number: 4.8.0

Title: Meeting Minutes

Introduction:

This policy has been developed to establish the policy of the Board of Directors regarding minutes of meetings.

Ends:

The minutes of public meetings are typically the only historical means by which an unbiased understanding of District action can be gleaned. Because of this fact, it is important the Board establish its wishes in regards to these documents.

1. Minutes of each and every meeting of the Board of Directors shall be recorded and later transcribed to written format. The recording shall be retained and made available to the public for a period no less than 90 days or until the minutes of the meeting are approved.
2. Minutes of Committee meetings are not taken, however, the Committee Chair shall report to the Board, in writing, about the meeting.
3. The intent of the transcribed meeting minutes is to impart the action taken during the meeting. It is not a verbatim transcription of the recorded meeting, but rather a summary of events and actions.
4. Any request for a verbatim inclusion into the minutes of a meeting shall be denied unless a legible copy of the speech or document is provided at that time. Any verbatim request, if accompanied with the required documentation shall then simply become an attachment to the minutes and not made part of the actual text, except as reference.
5. After the minutes have been approved, staff shall post them to the District web page, if available. If any verbatim documentation is included and has been provided to the District in electronic format, it will also be posted as an attachment to the minutes document.

Responsibility:

It is the responsibility of the Board of Directors to review and approve the minutes of all meetings. Draft minutes will be provided by staff to the Board for review and comment before approval.