

Wilson County Board of Education

Policy Description:

Minutes

Policy Number:

1.406

Amended Date:

06/04/07

Rescinds: IID6

Reviewed: 06/10

Issued: 08/96

1 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the
2 Board¹. The draft of the minutes of the previous meeting shall be sent to all board members with the agenda for
3 the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the chairman
4 and Director of Schools². The minutes shall become permanent records of the Board and shall be made
5 available to interested citizens and the news media upon request^{3,4}.

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7 The minutes shall include:

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- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or absent, and
10 the approval of the minutes of the preceding meeting^{2,3};
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with the
12 names of the members making and seconding the motions, and a record of the members voting "aye"
13 and "nay" in the event of a roll call vote^{2,3};
- 14 3. Reports, documents, and objects relating to a formal motion may be omitted from the minutes if they are
15 referred to and identified by title and date⁵;
- 16 4. Names of persons addressing the Board and the purpose of their remarks; and
- 17 5. A brief account of those items discussed and whether or not any motions were made regarding those
18 items.

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¹ TCA 49-2-301(f)(C)(D)

² Robert's Rules of Order, Article VII, Paragraph 41

³ TCA 8-44-104

⁴ TCA 10-7-503

⁵ OP Tenn. Atty. Gen. 79-284 (June 11, 1979)