

## BOARD OF EDUCATION MINUTES (PROCEDURE)

Minutes are a brief record of the proceedings at a meeting and constitute the official record of the board. They are the main channel of communication from board to school personnel and the public. Minutes constitute the history of the school district.

Types of Meetings. There are regular, special, emergency, regular adjourned and special adjourned meetings. An adjourned meeting is a regular or special meeting adjourned to meet at a later date at a certain hour and day.

Method of Taking Notes and Recording Minutes. Minutes may be recorded by handwriting, shorthand, typewriter, or mechanical recording device. Notes are taken "in depth," but minutes are written in summary.

Preparation of Draft. Write minutes immediately following the meeting while events are still fresh. If you must write from notes of another, you must have before you all papers, documents, and reports that were discussed at the meeting.

Minutes should reflect:

1. Name of School, City, or Town
2. Place of Meeting
3. Day and Hour (Start-convene)
4. Kind of Meeting (Regular, Special, Emergency, or Adjourned)
5. Members Present and Absent (Last names listed alphabetically. Other attendees may be listed.)
6. Presiding Officer - President, vice-president, etc.
7. Business Transacted - General (Record should reflect what took place and nothing else. Speeches, discussions, etc. should not be recorded. Neither should full texts of reports or communications, except in unusual cases as the board may direct, be recorded. Lengthy motions are summarized, otherwise record as stated. Meetings are public and each vote must be publicly cast and recorded.)
8. Adjournment - usually by motion. ("Move that meeting be adjourned until 7:30 p.m., Saturday, February 21, 2199.")

Suggested Rules in Typing Minutes

1. Capitalize and center the heading designating the meeting.
2. Indent paragraphs ten spaces.
3. Indent names of those present or absent fifteen spaces.
4. Double space between each paragraph and triple space between each item in the order of business.
5. Indent resolutions fifteen spaces and single space them.
6. Capitalization of specific boards and officers should be consistent.
7. Leave an inch and a half outside margin, particularly on the left side of the binding.

## BOARD OF EDUCATION, MINUTES, PROCEDURE (Continued)

9. Capitalize all letters in the words WHEREAS and RESOLVED in resolutions.
10. Number each page at the bottom in the center of the page.

## Correcting Minutes and Inserting Corrections

No large erasures should appear in the minute book. If minutes are amended or corrected at the meeting at which they are read, the corrections shall be put in red ink, or the amendments shall be written on a separate page to be attached. No minutes shall be rewritten after they have been read. They shall stand as corrected.

REFERENCE: 250, S, §312