

Board of Directors

Series 200

Policy Title Minutes of Meetings-Publication of Proceedings Code No. 204.12

Open Meetings

The minutes of the meeting are the official record of all Board actions. The legal implication, therefore, is that the School Board speaks through its minutes. The minutes become the official record when formally approved by the Board and signed by the secretary and Board President.

Items that should be included in the minutes include:

- Type of meeting, date, time and place.
- Name of the governmental body.
- Names of members present and absent.
- Names and addresses of citizens addressing the Board at meetings, issue the person addressed, and position taken on the issue.
- A separate paragraph on each main motion or motions to bring a main question again before the Board. Included in the paragraph should be: (a) the wording of the motion, (b) the disposition of the motion, (c) any amendments to the motion, (d) the name of the mover, and (e) the points of order or appeals brought before the chair and the chair's ruling.
- The vote on each motion. The recorded vote should provide enough information to allow a reconstruction of who voted which way. It need not be a roll call or list each member's vote unless specified in law or the Board's operating procedures.

- Time meeting was adjourned.
- Signature of the secretary and president to acknowledge date of approval.
- Addendum to show corrections made to the minutes. The minutes should be complete enough to give the Board and reader a clear picture of the substance of the issue and a record of the vote. Insofar as possible, documentation presented with the minutes should be kept as an exhibit after the Board meeting.
- If a matter, not part of the tentative agenda, requires immediate action, a statement to that effect should be entered in the minutes.

The proceedings of each open Board meeting will be submitted for publication in a newspaper designated as a newspaper for official publication.

It shall be the responsibility of the Board Secretary to publish in concert with this policy. It shall also be the responsibility of the Board Secretary to develop administrative regulations, if necessary in the Board Secretary's judgment, to carry out this policy.

Closed Meetings

Unless the closed session is exempt from the open meetings law detailed minutes and complete tape recordings will be made of all closed meetings of the Board. Detailed minutes will include a synopsis of the discussion, the persons present, and any action occurring during the closed session. The Board secretary will be custodian of the detailed minutes and tapes which will be maintained in a securely locked depository, separate from the regular Board minutes, for a period of one year after which they will immediately and routinely be destroyed (tape will be erased). Access to these documents will be available only to Board members, appropriate administrative personnel, and/or judicial review.

Detailed minutes and tape recordings of closed sessions held under the purchase of real estate exception to open meetings, must be made available for public examination when the

transaction discussed is completed. There shall be separate detailed minutes and tape recording for each real estate transaction.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: August 20, 2007
September 10, 2012
April 18, 2016

Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3 (2007). 281 I.A.C. 12.3(1).
1982 Op. Att'y Gen. 215. 174 Op. Att'y Gen. 403. 1952 Op. Att'y Gen. 133.2/8/93

Amended: November 23, 2007
February 8, 1993
January 25, 1999
May 8, 2000
January 14, 2002
September 8, 2003

Cross Reference: