

## Board of Directors

Series 200

Policy Title Board of Directors' Records

Code No. 215

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The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings.

### 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.

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 . 281 I.A.C. 12.3(1).  
1982 Op. Att'y Gen. 215. 1974 Op. Att'y  
Gen. 403. 1952 Op. Att'y Gen. 133

Amended: November 23, 2007  
February 8, 1993  
January 25, 1999  
May 8, 2000  
January 14, 2002  
September 8, 2003  
May 4, 2020

Cross Reference: