

## MINUTES

The Superintendent/designee in their role as Board of Directors Secretary, shall prepare and maintain accurate minutes of all meetings of the Board.

The minutes shall reflect the type of meeting (regular, special, or emergency), the date, time, and place of the meeting, and the names of the members present, those absent with excuse (if any), and those absent without excuse (if any).

The minutes shall include, at a minimum: the wording of motions and resolutions; the name of the Board member making the motion; the name of the Board member seconding the motion (if a second is required); the action taken; and the vote.

When a Board member abstains from voting because of a conflict of interest as defined by law, their abstention and reason for doing so shall be recorded in the minutes.

Draft (unapproved) minutes of meetings will be distributed to all Board members prior to the meeting at which they are to be presented for approval. Draft (unapproved) minutes will be made available to the media upon request and may be inspected and copied by members of the public at the Office of the Superintendent. Draft (unapproved) minutes shall be noted as a “draft” to indicate their status.

Board of Directors meeting minutes shall be acted upon by the Board at its next regular meeting. The Board’s action on the minutes will be reflected in the minutes of the meeting at which they are approved.

Approved minutes shall be permanently filed in the Office of the Superintendent, where they shall be available to the public for inspection and copying during normal business hours.

Legal Reference:     1 MRSA §§ 402(3), 408  
                          20-A MRSA §§ 1004, 1055  
                          30-A MRSA § 2605

Cross Reference:    BBBDA – Board of Directors Declared Vacancy Caused by  
                          Absenteeism  
                          BEDI – Board of Directors Relations with the Media

Adopted:            November 18, 2009  
Reviewed:           March 23, 2011  
Reviewed:           February 26, 2014  
Reviewed:           March 11, 2020