

Houston County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">Minutes</h2>	Descriptor Code: 1.406	Issued Date: 07/15/19
		Rescinds: BCBH	Issued: 01/09/95; 07/08/13

The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.¹ A draft of the minutes of the previous meeting shall be sent to all board members with the agenda for the upcoming meeting. Following their approval by the Board, the minutes shall be signed by the Chair and Director of Schools. The minutes shall become permanent records of the Board and shall be made available to interested citizens and the news media upon request.^{2,3} A copy shall be provided to all board members, the president of the local education association, and each of the schools no more than thirty (30) days after approval by the Board.⁴

The minutes shall include the following:

1. The nature of the meeting (regular or special), time, place, date, board members present or absent, and the approval of the minutes of the preceding meeting;²
2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;²
3. Names of persons addressing the Board and the purpose of their remarks; and
4. A brief account of those items discussed and whether or not any motions were made regarding those items.

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11); Public Acts of 2019, Chapter No. 248

Cross References

Duties of Officers 1.201