

A complete and accurate set of minutes will be kept of each board meeting. All minutes will be available to the public within a reasonable amount of time after the meeting and will include at least the following information:

1. All members of the board present;
2. All motions, resolutions, orders, or policies proposed and their dispositions; and
3. The result of all votes and, at the request of a member, the vote of each member by name.

Minutes of executive sessions will reference the specific subsection of Idaho Code Section 67-2345 authorizing the executive session, and provide sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session.

If the designated clerk is not available to attend a meeting of the board, the board will appoint a person to act as the temporary clerk. That person will keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her.

Following a meeting of the board, the clerk will prepare the typed copy of the minutes from the record of the meeting. A copy of the minutes will be given to each board member prior to the next regular meeting. At the next regular meeting of the board, the minutes will be approved and signed by the clerk and the chairman of the board. The approved and signed minutes will become part of the official ledger of minutes maintained in the district office.



**LEGAL REFERENCE:**

Idaho Code Sections  
33-508  
67-2344

**ADOPTED:** September 8, 2003

**AMENDED:** November 9, 2009