

MINUTES OF THE BOARD

The superintendent, as secretary of the board, shall keep, or cause to be kept by a competent clerk, complete records of the action of board meetings. The minutes of the board shall be kept in an official minute book and shall be a complete record of such minutes including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the secretary upon approval and transcribing and shall also be signed by the board president. Official minutes of the board shall be kept in bound volumes at the office of the superintendent and shall be available for citizen inspection at said location during regular office hours.

SOURCE: Athens City Board of Education, Athens, AL
ADOPTED: Oct. 5, 1978; REVISED: Sep. 15, 1994; REVISED:
May 18, 2006
LEGAL REF.: The Code of Alabama, 13-5-1, 16-12-3.