

Title: Board of Directors' Records

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

It shall be the responsibility of the Board Secretary to keep the minutes of the Board meetings. The minutes of each Board meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken, the results of each vote taken and the vote of each member present, with the schedule of bills allowed attached. These minutes shall be submitted to the Board at the next regular Board meeting. Board minutes shall be forwarded to the newspaper designated as a newspaper for official publication after Board approval. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the Board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next Board meeting will be available for inspection at the Educational Service Center after the Board Secretary transcribes the notes into printed material.

Cross References:

203, 209, 214, 217, 218, 902

Legal References:

Iowa Code 21.3, 279.35-.36, 291.6

Approved: Jul. 18, 1989

Reviewed: April 24, 2007  
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