

SALEM SCHOOL DISTRICT  
Salem, Connecticut

BY LAWS OF THE BOARD

MINUTES

The Secretary of the Board shall be responsible for the minutes of all meetings of the Board. Actual wording of motions or resolutions shall be recorded in the minutes, including whether it passed or failed, along with each member's vote. (Refer to the attached procedure.) Minutes should always reflect Board of Education action rather than purporting to contain the entire discussion preceding Board action.

One copy of the official minutes shall be maintained in the Office of the Superintendent and one copy in the office of the Town Clerk and shall be posted on the District's website ([www.salemschools.org](http://www.salemschools.org)). They shall be made available to interested citizens upon request.

Board minutes shall be available in unapproved form, within 72 hours of a Board meeting excluding Saturdays, Sundays and legal holidays. A written record of Board votes shall be available for public inspection in the Superintendent's Office within 48 hours of a Board meeting excluding Saturdays, Sundays and legal holidays. (In determining the time herein, any day on which the Superintendent's Office is closed shall also be excluded.)

Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved.

(cf. 9325.4 – Vote Recording)

Legal Reference: Connecticut General Statutes: 1-210 Access to public records. Exempt records. 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions (subsection (a) re minutes), as amended by June 11 Special Session, P.A. 08-3).

Reference: *Robert's Rules of Order Newly Revised*

1<sup>st</sup> Reading: March 26, 1996

Policy Adopted: April 9, 1996

Revised Policy 1<sup>st</sup> Reading: February 5, 2007

Revised Policy Adopted: March 5, 2007

Revised Policy 1<sup>st</sup> Reading: January 5, 2009

Revised Policy Adopted: January 20, 2009

Revised Policy 1<sup>st</sup> Reading: February 1, 2010

Revised Policy Adopted: March 1, 2010

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