

Bartlett City Board of Education		1010
Descriptor Term: BOARD MINUTES	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised:

1 The Secretary (Superintendent) shall keep, or cause to be kept, a complete and accurate record
2 of the proceedings of all meetings of the Board.¹ Draft copies of the minutes of each meeting of
3 the Board shall be provided to the members of the Board within four (4) days of the meeting at
4 which they are to be approved. Corrections in the minutes may be made at the meeting at which
5 they are to be approved. Following their approval by the Board, the minutes shall be signed by
6 the Secretary and Chairman of the Board. The minutes will become permanent records of the
7 Board and will be in the custody of the Superintendent (Secretary), who will make them available
8 to interested citizens and the news media upon request.² Copies of the approved minutes shall
9 be mailed to the president of any local education association no more than thirty (30) days after
10 approval by the Board.³ Any subsequent corrections, modifications, or changes in the minutes
11 shall be distributed in the same manner.

12 The minutes shall include:

- 13 • The nature of the meeting (Business Meeting or Special Called Meeting), time, place, date,
14 Board members present or absent, and the approval of the minutes of the preceding
15 meeting;
- 16 • A record of all motions, proposals, and resolutions passed or denied by the Board,
17 together with the names of the members making and seconding the motions, and a record
18 of the members voting "aye" and "nay" in the event of a roll call, standing, electronic or
19 other type of method that specifically identifies the Board member's vote;
- 20 • Reports, documents and objects relating to a formal motion may be omitted from the
21 minutes if they are referred to and identified by title and date;
- 22 • Names of persons addressing the Board and the purpose of their remarks; and
- 23 • A brief account of those items discussed, and whether or not any motions were made
24 regarding those items.

¹ T.C.A. § 49-2-301(b)(1)(C)(D)

² T.C.A. § 8-44-104; §10-7-503(a)(2)(A)(B)

³ T.C.A. § 49-2-203(a)(11)