



## BOARD POLICY

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**TITLE: MINUTES**

**BOARD POLICY # 2360** *(was 103.06)*

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The Secretary of the Board will keep minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- A. All members of the governing body present;
- B. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- C. The results of all votes, and the vote of each member by name if the vote is divided;
- D. The substance of any discussion on any matter; and
- E. Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Minutes of executive sessions shall comply with ORS Chapter 192, ORS Chapter 341, and other applicable laws, including a statement of the reason or section under which the executive session was called.

Official minutes of meetings are to be approved and signed by the Chair of the Board and the Secretary of the Board

**References:**

ORS 192.650

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/11/2020**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**