

SCHOOL BOARD BYLAWS

A. Generally

The minutes of the actions and deliberations of the school board shall be kept by the clerk. These minutes shall be a permanent record of the division. The minutes shall become official minutes upon the approval of the board and shall be maintained in the safekeeping of the clerk who shall see that they are available for general public examination during the hours that the office is open.

B. Content and Style

In content and style, the official minutes shall be as brief and simple as possible and still retain the essential facts of each meeting. A record of all motions and amendments thereto which are offered, the deposition thereof and the vote thereon, shall be recorded. All matters required by law, schedules of accounts and bills acted upon and approved by the board shall be properly recorded.

A record of all persons making presentations and the subject of their presentation shall be noted. All items not specifically noted here but required by law or recommended by auditors or by the opinions of the attorney general's offices, shall be recorded.

C. Procedures for Approval

Taking of the minutes shall be the responsibility of the clerk and/or deputy clerks. Following proper editing, these unofficial minutes shall be sent to board members prior to the next regular board meeting. Minutes of the previous board meeting shall not be read to the board except for the purposes of corrections or omissions. An early procedural matter on the agenda shall be the adoption of the minutes of the previous meeting.

Legal Reference:

Code of Va., § 2.1-343. Meetings to be public; notice of meetings; recordings; minutes; voting.--. . . Minutes shall be recorded at all public meetings. However, minutes shall not be required to be taken at deliberations of . . .(IV) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board." (1990)

Code of Va., § 22.1-74. Minutes of meetings.-- "The minutes of all school board

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Board Minutes and Recording Votes (continued)

meetings shall be signed by the chairman and clerk." (1980)

Adopted by School Board: June 5, 1973