

BOARD POLICY

Descriptive Code: BCBH

BOARD MINUTES

Date: June 9, 2009

In accordance with Georgia Code 20-2-57, it is the duty of the Superintendent or secretary to the Board to be present at school board meetings and to keep minutes of its meetings.

The minutes of each meeting shall reflect each agenda item and any official vote taken by the Board of Education relative thereto. For any vote taken, the minutes shall include: the name of the Board member making the motion, the name of the board member seconding the motion, the tally of the vote, and the name of any Board member opposing the motion or abstaining from the vote. Discussion and/or debate relative to agenda items shall not be made part of the minutes.

Once prepared by the secretary of the Board, the minutes of each meeting shall be presented to the Board of Education for official approval. Upon approval, the minutes shall be signed by the Chairman of the Board of Education and the Superintendent of Schools. At such time, all notes used in the compilation of the minutes shall be destroyed. The approved minutes shall be maintained in the Board of Education office as a public record, open to inspection by any interested party. **Audio recordings shall be maintained for a period of six months.**

PROCEDURE: YES

ADOPTED: 1/1/76

REVISED: 1/8/91, 10/1/97, 8/10/99, 7/8/2003, 2/27/07

Columbia County Board of Education