

Clatskanie School District 6J

Code: **BDDG**
Adopted: 2/26/07
Readopted: 4/22/13
Orig. Code(s): BDDG

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. Copies may be ordered by mail, at a cost to be determined by the administration to cover expenses of postage and handling. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The official minutes of all Board meetings, the annual budget and annual audit of the district's accounts shall be deemed public records and shall be open to inspection by citizens at the district office during regular office hours.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).