

# Creswell School District 40

Code: **BDDG**  
Adopted: 3/95  
Revised/Readopted: 4/8/98  
Orig. Code(s): BDD

## Minutes of Board Meetings

A set of written minutes of each Board meeting shall be kept as a true reflection of the matters discussed at the meeting and all action. The minutes will include at least the following information:

1. Members of the Board who were present;
2. All motions, proposals, resolutions, orders, ordinances 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 include a reference to the legal authority for the session, names of members present and the topics discussed.

Minutes shall be kept on file at the district office as the official record and they shall be open to public inspection at all times. A copy of the exact proceedings of each regular or special meeting as indicated by the minutes shall be sent to each Board member prior to the regularly scheduled monthly or special meeting. Minutes become official when approved by a motion and voted on at a subsequent meeting.

However, minutes need not be approved by the Board prior to being available to the public.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).